



# CARROLL UNIVERSITY

## **FACILITY RESERVATION AND USE POLICY**

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## **1.0 GENERAL RESERVATION POLICIES AND PROCEDURES**

The following is the general campus policy regarding rental and use of Carroll University facilities. All information in the policy is subject to change as determined by the Office of Reservations and Event Services and University officials.

### **1.1 Allocating Space (Facilities--Buildings and Rooms)**

- 1.1.1 Space is a limited University resource, and is not owned by divisions, departments or current occupants.
- 1.1.2 Institutional space is potentially available for any approved University function.
- 1.1.3 Space will be allocated according to University priorities.
- 1.1.4 Academic programs and departments will be given priority in space allocation.
- 1.1.5 Programs and departments serving students and faculty should be located for the convenience of their constituents.
- 1.1.6 New personnel should not be hired until space is identified to accommodate them.
- 1.1.7 Programs and departments should be assigned to contiguous space appropriate for the intended use.
- 1.1.8 Space identified by donor contributions or grant funding will be maintained in accordance with the donor/grant's intent.
- 1.1.9 The Reservations Advisory Committee (RAC) will recommend the primary use of space for new facilities, as well as renovated/recently vacated facilities.

### **1.2 Administration**

- 1.2.1 Scheduling and utilization of University facilities are subject to approval and must adhere to all reservation policies.
- 1.2.2 The Office of the Registrar will schedule all academic classes, labs and lessons in academic spaces deemed appropriate for those activities.
- 1.2.3 The Office of Reservations and Event Services will schedule all non-academic meetings/events. Meetings/events taking place in academic spaces (including, but not limited to, classrooms, computer labs, and science labs) will be processed by the Office of Reservations and Event Services, with the Office of the Registrar granting final approval of the space.

### **1.3 Reservations Advisory Committee**

- 1.3.1 The Reservations Advisory Committee (RAC) is charged with ensuring the implementation of the Facility Reservation and Use Policy, prioritization of events, space allocation recommendations, and resolving scheduling conflicts.
- 1.3.2 RAC membership shall be comprised of faculty, staff, and students with a minimum of six (6) and maximum of twelve (12) members. The Office of Reservations and Event Services shall be responsible for all RAC administrative tasks and oversight. RAC membership shall include the following individuals or their respective designees:
  - a. Senior Director of Auxiliary Services
  - b. Director of Physical Plant
  - c. Registrar

- d. Provost
- e. Director of Athletics
- f. Senior Director of Student Activities
- g. Director of Institutional Advancement or Alumni Engagement
- h. Director of Information Technology Services
- i. Student representative(s) (Graduate and/or Undergraduate)
- j. Faculty representative
- k. Director of Reservations and Event Services

#### **1.4 Client Categories**

1.4.1 Categories have been established to assist in prioritizing schedules and requests, billing, and the enhancement of University relationships.

1.4.2 For the purpose of University facility use, clients will be defined by the categories listed below. Full category definitions are available in APPENDIX A.

Category 1: UNIVERSITY CLIENT

Category 2: PARTNER CLIENT

Category 3: NON-PROFIT OR ALUMNI CLIENT

Category 4: CORPORATE/SOCIAL CLIENT

## **2.0 FACILITY USE AND RENTAL**

### **2.1 Scheduling: Space Utilization and Priority**

2.1.1 All academic classes, meetings and events will be scheduled through the University scheduling software.

2.1.2 Priority will be given to the academic calendar, and will follow the reservation hierarchy found in Appendix B.

2.1.3 Other institutions of higher education may reserve facilities with the permission of the Director of Reservations and Event Services. In no event shall other institutions actively recruit students to transfer from Carroll University.

2.1.4 The University reserves the right to deny requests for reservations due to scheduling conflicts, safety concerns, or other events that do not support the University mission. Appeals may be made to the Reservations Advisory Committee.

2.1.5 Decisions regarding the approval or denial of event/meeting requests shall be made within three (3) business days of submission, unless further information is needed, or the request is for more than one semester in advance.

## **2.2 University Sponsorship of Non-University Events**

University Clients may sponsor Non-University events so long as the criteria listed below are followed:

- 2.2.1 A representative of the sponsoring University Client will serve as the primary event contact with the Office of Reservations and Event Services. A member of the Non-University group may attend planning meetings, but cannot serve as the sole contact for the event.
- 2.2.2 The University representative must also be present for the duration of the event.
- 2.2.3 All billing, including, but not limited to, equipment fees, set-up fees, staffing fees, and catering fees will be billed to the University Client sponsoring the event.
- 2.2.4 Under special circumstances, the Office of Reservations and Event Services may contract with the Non-University client; the Non-University client must also agree to carry comprehensive general liability insurance in the amount of \$1,000,000 to cover both personal injury and property loss for the period of the Client's use of the University facilities.

## **2.3 Holidays**

- 2.3.1 Reservations may be accepted for events or meetings requested on dates when University classes are not in session at the discretion of the Office of Reservations and Event Services. Facility reservations will not be accepted when University offices are closed for breaks and legal holidays (per the University Holiday Schedule) unless otherwise approved by the Office of Reservations and Event Services. Events approved for dates falling on University breaks or legal holidays may be subject to a customized fee schedule, including a 25% surcharge on the standard facility rental rates.

## **3.0 CONFIGURATIONS AND SETUP/TEARDOWN**

### **3.1 Room Configurations**

- 3.1.1 The Office of Reservations and Event Services is responsible for coordinating indoor and outdoor space configurations for University and Non-University Client events and meetings.
- 3.1.2 Common room configurations are listed in Appendix C and custom setup options are available upon consultation with the Office of Reservations and Event Services.

### **3.2 Setup/Teardown**

- 3.2.1 Event setup requires the movement of equipment and/or furniture, including the rearranging and/or delivery of tables, chairs, platforms, audio-visual equipment, and other related items. The Office of Reservations and Event Services is available to assist clients in determining the optimal setup.
- 3.2.2 Preliminary setup requests should be submitted no less than fourteen (14) days

in advance of the event. Final setup instructions must be submitted no less than four (4) business days prior to the event. Additional time may be requested for some events depending on size and complexity.

- 3.2.3 Setup instructions not received at least four (4) business days in advance of the event are subject to a \$50.00 per day late fee, and additional set-up/staffing fees. This fee will be assessed each day until setup instructions are received with a maximum late fee of \$200.00. The Office of Reservations and Event Services reserves the right to deny any setup instructions that cannot reasonably be fulfilled.
- 3.2.4 The Office of Reservations and Event Services reserves the right to refuse any setup due to safety concerns, fire/building code violations, or room incompatibility.
- 3.2.5 The Office of Reservations and Event Services will assign staff (AV Technicians, Event Managers, Public Safety Officers, etc.) and resources to an event, as needed, at the time a request is processed. Requests for additional staff must be submitted no less than four (4) business days in advance of the event date, and will be assigned at the discretion of the Office of Reservations and Event Services.
- 3.2.6 Unless a specific teardown time is requested by the Client, the Office of Reservations and Event Services will schedule event teardown, which could be immediately following an event.
- 3.2.7 All events are subject to the applicable setup/teardown fees listed in APPENDIX A.

### **3.3 Use of University Equipment and Materials**

- 3.3.1 Preliminary equipment requests for events and meetings must be submitted to the Office of Reservations and Event Services no less than fourteen (14) business days prior to the event. Final equipment requests must be submitted no less than four (4) business days prior to the event.
- 3.3.2 Any equipment requests that require the rental or lease of equipment from a third-party vendor will be coordinated by the Office of Reservations and Event Services and billed back to the Client.
- 3.3.3 The use of University equipment in facilities not owned or contracted by the University is prohibited unless prior approval has been granted by the Office of Reservations and Event Services. Only requests for University functions will be considered.
- 3.3.4 Personal use of University furnishings, audio-visual equipment, or other materials is prohibited.
- 3.3.5 For multiple day events, all non-University equipment and/or personal belongings must be removed from the reserved space at the conclusion of the day's reservation in preparation for potential use by academic classes and/or other clients. Permission to leave any items in the room/facility overnight must be approved by the Office of Reservations and Event Services.

## 4.0 AUDIO/VISUAL EQUIPMENT

### 4.1 General Audio/Visual Policies

- 4.1.1 All reservations of audio/visual equipment for a scheduled event must be made through the Office of Reservations and Event Services.
- 4.1.2 Preliminary requests for audio/visual equipment and staff must be made in writing through the online scheduling system or via e-mail no less than fourteen (14) days in advance of the event. Final requests must be made no less than four (4) business days in advance of the event.
- 4.1.3 Clients checking out equipment from the Media Center must follow the [Equipment Policy and Terms of Use](#).
- 4.1.4 All equipment is property of the University. Once the equipment has been placed in a room it may not be removed without permission granted through the Office of Reservations and Event Services. Moving of equipment by individuals other than those authorized by the Office of Reservations and Event Services will result in additional charges and may prevent approval of future meeting requests.
- 4.1.5 Clients requesting space for recurring University functions are encouraged to submit a list of all dates for which equipment will be needed.
- 4.1.6 If any equipment fails or is need of repair, clients should contact the Office of Reservations and Event Services for assistance.

## 5.0 FACILITY AGREEMENTS AND BILLING

### 5.1 Dining Services

- 5.1.1 Dining Services holds exclusive food service and catering rights for all University buildings and grounds. Any requests to use a non-University vendor for food and/or beverage must be submitted to the Office of Reservations and Event Services at least two weeks prior to the event date. Dining Services has first right of refusal for all dining and catering needs. See APPENDIX D for complete University food service guidelines.

### 5.2 Bookstore

- 5.2.1 The Carroll University bookstore has first right of refusal for any book sales taking place at both University and Non-University Client events.

### 5.3 Damages and Liability

- 5.3.1 If the University closes due to weather, a utility related situation, or if the facility or any part of it is destroyed or damaged beyond use, by any act of God, strike, national emergency, or any other reason the University deems proper, the reservation will terminate.
- 5.3.2 Client or sponsor will be charged for any damages and/or additional cleaning or contracted labor costs resulting from an event. The client or sponsor will also

be charged the full cost of repair for damaged property and/or the replacement cost for stolen property that is the result of the event or its participants.

- 5.3.3 The University does not assume responsibility for damages to and/or loss of any personal materials or equipment on the premises.

#### **5.4 Cancellations**

- 5.4.1 University Core Clients: Cancellations must be reported to the Office of Reservations and Event Services no less than fourteen (14) days in advance of the scheduled event. The University Client will be charged for any expenses already incurred (labor, food service, rentals, etc.).
- 5.4.2 Non-University Clients: Should cancellation of a client's event become necessary thirty (30) calendar days prior to an event, and through no fault of the University, in addition to the client forfeiting the deposit for terminating the facilities agreement, the client will be responsible for 100% of the room rental fees, 50% of the food and beverage costs as well as any costs incurred by the University for the event. If cancellation is ten (10) calendar days or less prior to an event, the client will be responsible for 100% of rental fees and related costs, plus 100% of requested food and beverage costs.
- 5.4.3 Failure to provide adequate cancellation notice to the Office of Reservations and Event Services may result in the denial of subsequent reservation requests.

### **6.0 BUILDING POLICIES AND EMERGENCY PLAN**

#### **6.1 General Building Policies (for non-residential facilities)**

- 6.1.1 Inline skates, roller skates, skateboards, hoverboards, scooters, bikes and/or similar devices are not permitted in University buildings.
- 6.1.2 Shirts and shoes must be worn at all times while in University buildings.
- 6.1.3 Only service animals used to assist individuals with disabilities are allowed in any non-residential University building or facility, including outdoor athletic spaces. Requests to have other animals on campus must be approved by the Office of Reservations and Event Services.
- 6.1.4 Open flames are not permitted in University buildings including, but not limited to, candles, sparklers, incense, butane lighters, matches, propane stoves, etc. Extenuating circumstances that may require the use of an open flame must be approved by the Office of Reservations and Event Services.
- 6.1.5 Smoking and the use of tobacco products is prohibited on University grounds. There are no designated smoking areas on campus. For more information, view the full policy online:  
[https://my.carrollu.edu/ICS/Departments/Health\\_Services/Free-form\\_Content.inz](https://my.carrollu.edu/ICS/Departments/Health_Services/Free-form_Content.inz)
- 6.1.6 University students, faculty/staff, visitors, and other individuals on campus are prohibited from possessing weapons in any University building, and on University grounds where events are taking place. For more information,

view the full policy online: <https://www.carrollu.edu/student-services/public-safety/weapons-policy>

- 6.1.7 Non-University organizations are ineligible to use university facilities to engage in partisan political campaign activities. See APPENDIX F for the complete policy on partisan political activity, and APPENDIX G for the demonstration policy.
- 6.1.8 Policies specific to select University buildings are listed in APPENDIX H.

## **6.2 Decorations, Art, Posters, and Wall Coverings**

- 6.2.1 Postings and other items that compromise the condition of the facility or are considered offensive by University officials are not allowed. Displays must be appropriate for all facility clients. Items advertising alcohol or drugs are not permitted. Prior to posting, items must be approved by University officials.
- 6.2.2 Exterior postings are not permitted on trees or other plants or objects in the landscape, lamp posts, exterior or interior walls, framework, trim, lights, ceilings, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed material, without prior approval from the Office of Reservations and Event Services. Postings are not permitted on automobiles in university parking lots, or freestanding signs on university property.
- 6.2.3 Interior postings are limited to designated locations (bulletin boards, etc.). No posters may be placed on walls, doors or windows.
- 6.2.4 The Office of Reservations and Event Services and appropriate building staff must approve decorations. The use of tape, tacks, staples, nails or any similar device on any permanent fixture, i.e. walls, framework, trim, lights, windows, ceiling, doors is not permitted.
- 6.2.5 Artwork displayed in any University building may not be moved, tampered with, or decorated in any fashion.
- 6.2.6 The Client will be responsible for the removal of all decorations immediately after the event unless other arrangements are made with the Office of Reservations and Event Services in advance.
- 6.2.7 The University will not be responsible for design, printing, placement, or removal of any decorations used for Non-University Client events.
- 6.2.8 Materials utilizing University logos must follow the standards developed by Communications and Marketing.
- 6.2.9 Student organizations' publicity items must be approved by the [Office of Student Activities](#). (See Student Organization Handbook)
- 6.2.10 Departmental bulletin boards located in office and classroom areas may be used for posting information with the permission of the appropriate department or administrative unit.

## **6.3 Emergency/Evacuation Procedures**

- 6.3.1 In case of emergency, University Public Safety should be notified immediately. Public Safety officials will provide necessary assistance and direction.



- 6.3.2 Should weather conditions become dangerous due to rain, snow, wind, lightning, extreme temperature, or other inclement condition, University officials will discuss possible cancellation/postponement of scheduled events. No indoor or outdoor event will be allowed to continue if University officials determine conditions are unsafe. For more information, download the policy online: <https://www.carrollu.edu/CarrollUniversity/media/Public-Safety/pdf/general/carrollu-emergency-response-plan.pdf>

## **7.0 APPENDICIES**

REVISED: May 2018

**APPENDIX A  
CLIENT CATEGORIES, DEFINITIONS AND FEE SCHEDULE**

**UNIVERSITY CLIENT**

**This category includes** all academic programs, administrative departments, and student organizations. Events hosted by University clients must adhere to/support the [Carroll University Mission Statement](#).

**PARTNER CLIENT**

Businesses or organizations with reciprocal relationships with the University that are mutually beneficial for both parties are Partner Clients. Examples include community outreach programs and facility use exchanges with the City of Waukesha. Partner events that generate revenue and/or charge an admission/registration fee may be subject to additional facility rental fees.

**NON-PROFIT OR ALUMNI CLIENT**

Events hosted by non-profit organizations, University alumni, and current faculty/staff are Non-Profit or Alumni Clients.

**CORPORATE OR SOCIAL CLIENT**

Corporations, businesses, or individuals requesting use of University facilities for training, seminars, conferences, weddings, reunions, parties or other similar occasions are Corporate/Social Clients. This category includes all clients that do not fall into any other category.

<b>USER GROUPS AND FEES (Percent Discount)</b>					
RESOURCE	STANDARD RATE	UNIVERSITY	PARTNER CLIENT	NON-PROFIT OR ALUMNI CLIENT	CORPORATE OR SOCIAL CLIENT
Facility Fee	Variable	100%	75%	50%	0%
Room Setup	\$50/hr	0%	0%	0%	0%
AV Technician	\$25.50/hr	100%	0%	0%	0%
AV/Media Specialist	\$35/hr	100%	0%	0%	0%
House Manager/Box Office	\$20.50/hr	100%	0%	0%	0%
Event Manager	\$18.50/hr	100%	0%	0%	0%
Event Specialist	\$35/hour	100%	0%	0%	0%
Lifeguard	\$25/hr	100%	0%	0%	0%
Custodial/Maintenance	\$25/hr	0%	0%	0%	0%
All hourly staffing fees require a two hour minimum					

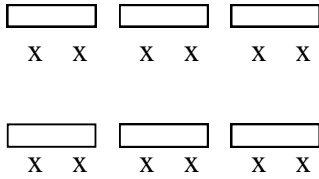
## **APPENDIX B RESERVATION HIERARCHY**

The following details the hierarchy and scheduling process for both University and Non-University reservations.

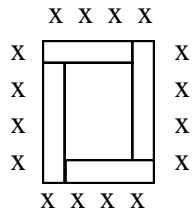
1. Academic Classes
  - a. The Office of the Registrar will schedule academic classes by mid semester for the following term (spring courses will be scheduled in mid-fall, fall courses will be scheduled mid-spring). View the Academic Calendar here: <https://www.carrollu.edu/academics/calendar>
2. University Events
  - a. University departments will submit dates for annual and/or institutional events for the following academic year to the Office of Reservations and Event Services by January 2, or the first business day of the calendar year.
  - b. This list includes, but is not limited to, Admissions Open Houses, Orientation Events, Opening Convocation, Founders' Day, Concerts, Art Openings, Theatrical Performances, etc.
  - c. Large institutional events (such as Homecoming, Baccalaureate and Commencement) may be scheduled up to three years in advance.
3. Events in Athletics/Recreational Facilities
  - a. Athletics Games, Tournaments, Meets and Practices
    - i. Carroll University Athletics will submit all schedules to the Office of Reservations and Event Services by June 1 for fall activities, and by December 1 for winter and spring activities. Schedules for summer camps will be submitted by January 2, or the first business day of the year.
  - b. Recreational Sports
    - i. Recreational Sports will submit intramural and tournament schedules to the Office of Reservations and Event Services by July 1 for the fall, and December 15 for the winter/spring.
  - c. Club Sports
    - i. Club sports will submit practice and game schedules to the Office of Reservations and Event Services by August 1 for the fall, and January 15 for the winter/spring.
4. All other University Client Events
  - a. University Clients are able to submit requests for space up to one semester in advance, unless otherwise approved by the Office of Reservations and Event Services. Requests received outside of this timeline will be held until they can be processed.
5. Non-University Client Events
  - a. Non-University Clients are able to submit requests for space up to one semester in advance, unless otherwise approved by the Office of Reservations and Event Services. Requests may be held until University schedules have been set.

## APPENDIX C ROOM CONFIGURATIONS

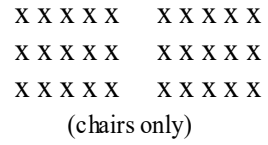
**Seminar Style**  
(classroom)



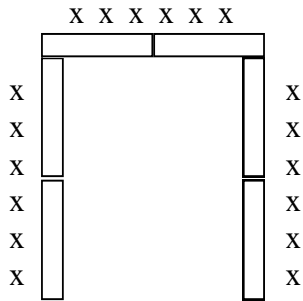
**Conference Style**



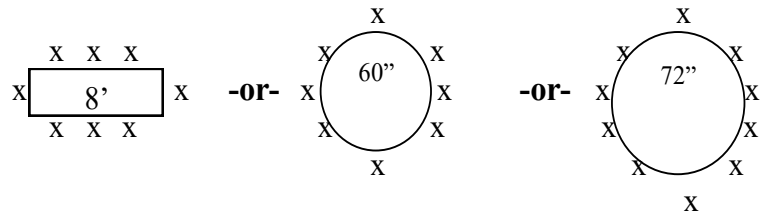
**Theater Style**



**U-Shape Style**



**Banquet Style**



## **APPENDIX D DINING SERVICES**

### **Food Policies and Catering Services**

1. Dining Services, herein referred to as food service, holds exclusive catering rights for the University's entire campus, the Center for Graduate Studies, and Prairie Springs Guest House and Research Center.
2. For reasons of public health and safety, food and beverages served on campus must be prepared and purchased through Dining Services.
  - a. Members of employee work groups may hold small, informal gatherings in their individual office areas without contracting with food service. These events may not be open to the public, but should be for the enjoyment of colleagues.
3. Food and/or beverages needed at times other than the usual Campus Center hours of operation must be scheduled with the assistance of the Office of Reservations and Event Services.
4. State health regulations prohibit clients from removing leftover food and/or beverages from University property after a catered event.
5. Fundraising events that incorporate the sale of food items (i.e. bake sales) are prohibited under the contract with Dining Services.

### **Timeline for Orders and Guarantee Numbers**

1. All food orders must be placed a minimum of three (3) business days prior to the event via the online system. Events requesting larger quantities (50+) and/or special order items must be placed a minimum of fourteen (14) business days prior to the event.
2. Guaranteed attendance figures must be given to food service at least three (3) business days prior to the event, unless otherwise requested.
3. The guaranteed attendance or actual attendance, whichever is greater, will be the basis for minimum billing. An additional charge may be added if the attendance figure exceeds the guarantee.

### **Cancellations**

1. In case of cancellation, Dining Services must be notified no less than three (3) business days in advance to avoid charges for expenses other than those already incurred.
2. Clients are responsible for 100% of costs already incurred prior to cancellation notification.

### **Catering Guides**

1. The Dining Services Catering Guide is available from the food service office or

the Office of Reservations and Event Services. Full menus are also available [online](#) through the University web site.

### **Delivery Charges**

1. Events scheduled to take place in locations other than the Campus Center or Shirley Hilger Hall will be subject to a food/beverage delivery charge.
2. Some catering services may also be subject to a restocking fee depending on the overall duration of the event.

### **Donations**

1. Any food/beverage donations received from outside vendors must be approved by Dining Services and the University.
2. The outside vendor/Client must provide an itemized donation list at least two weeks prior to the event date to the Office of Reservations and Event Services.
3. Alcoholic beverages and/or food items containing alcohol may not be donated for use during University events.
4. Clients receiving donations must also purchase food and/or beverage items from Dining Service.

### **Events Involving Alcohol**

1. All alcoholic beverages must be supplied and served by Dining Services personnel.
2. Alcoholic beverages may not be removed from the premises. Adherence to University alcohol policies and local liquor laws will be strictly enforced.
3. Dining Services reserves the right to refuse service if clients are intoxicated, abusive, or violate University policies. Refusal of service will result in the termination of the event and closure of the facility at the discretion of food service.
4. Additional security may be required to supervise the event. This cost will be billed to the Client.
5. A person under the age of 21 may enter the event under the following conditions:
  - a) The individual is a minor and is accompanied by a parent/guardian.
  - b) The area in which alcohol is served is in a separate room/fenced-in area.
  - c) There is a separate exit from the "alcohol free" room/fenced-in area so that those under 21 can enter and leave the event without being in the room/fenced-in area where the alcohol is served.
  - d) The individuals who are 21 and over are clearly identified e.g. wristbands.

## APPENDIX E TAILGATING POLICY

Tailgating is defined as a private picnic located in a parking lot and is only permitted on days of Carroll University home athletic events. Tailgating is for the exclusive use of those fans attending the athletic event and is not permitted in conjunction with any other events without prior approval. Authorized locations (as described below) will be announced and posted in advance of each event. The following rules apply to tailgating activities:

1. Tailgating is permitted only where announced/posted for four (4) hours prior until two (2) hours after the event:
  - a. The following lots are open for tailgating: 7, 9, 10, 11 and 12 (See [parking map](#) for details). Lot 12 is reserved for the visiting team.
  - b. All vehicles will be allowed only one parking space with the exception of lots 11 and 12. Oversized vehicles will be allowed to use more than one parking space, as appropriate to the size of the vehicle.
  - c. Parking spaces cannot be reserved. Tailgating should occur in front of, or behind a vehicle—not in a parking space.
  - d. The University reserves the right to grant or restrict access to the above lots as well as open additional lots, as deemed appropriate.
  - e. Exceptions to the above, including times and locations, may be granted by mutual agreement of all parties involved.
2. Consumption of alcoholic beverages outside the tailgating time period and/or location is prohibited.
3. All Federal, State and Local laws apply to all tailgate activities.
  - a. You must be 21 years of age or older to consume alcoholic beverages.
  - b. Underage possession or consumption of alcoholic beverages is illegal.
  - c. Possession of open intoxicants on public sidewalks or streets is illegal.
4. All participants will be responsible for complete clean-up of their trash.
5. Food or beverages may not be carried into Carroll University athletic facilities.
6. The University may terminate tailgate activities, or take other appropriate action against individuals, groups or organizations whose conduct at tailgate activities is irresponsible, unreasonable, or inconsistent with University policies, ordinances or laws.

Revised and approved by RAC  
March 2017

## **APPENDIX F PARTISAN POLITICAL ACTIVITY POLICY**

In order to ensure Carroll's compliance with the restrictions placed on the University as a tax-exempt organization, members of the University must adhere to the following guidelines:

1. When endorsing or opposing a candidate for political office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Carroll University must make it clear that they are speaking only for themselves and not the University.
2. Carroll University's name and insignia may not be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.
3. Funds or other contributions may not be solicited in the name of Carroll University for political support or carrying on a political campaign.
4. Carroll employees may not perform tasks related to partisan political activities during working hours.
5. The following may not be used for political campaign purposes:
  - a. The University's mailing resources;
  - b. University mailing lists-including the addresses and e-mail addresses of students, faculty, staff, emeriti and alumni;
  - c. University-provided office supplies, computers, telephones, facsimile machines, copiers, etc.;
  - d. The University's sales tax exemption for purchases of goods and services.

### **Partisan Political Campaign Events on Campus**

When a University organization composed of University faculty, staff, students and other representatives sponsors a partisan political campaign event, there are a number of considerations to keep in mind:

1. University organizations may reserve through the Office of Reservations and Event Services available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political activities within the University community, provided that such organizations (i) pay for the costs of such activities and (ii) pay rental fees for the use of such facilities that they would otherwise be charged. The University's outdoor grounds may not be used for partisan political events. University funds, including student organization budgets, may not be used for campaign materials.
2. No campaign rallies or campaign fund-raising are allowed.



3. A disclaimer must be included in all written materials and advertising, and announced at the beginning of all events: "Carroll University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Carroll-related group] is sponsoring this event." The distribution of written materials must be limited to time and location of the event.
4. Organizations that are composed of non-University members, participants or employees are ineligible to use University space to engage in partisan political campaign activities.
5. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position.

## APPENDIX G

### POLICY ON DEMONSTRATIONS, INCLUDING PROTESTS, MARCHES AND RALLIES

For the purpose of implementation, the word demonstration contained herein shall refer to all demonstrations, protests, marches, rallies, leaflet distribution or other activity involving the public display of a group or multiple groups on University property. Please refer to the Policy on Partisan Activity for partisan political events.

1. This policy applies to all members of the University community defined as students, faculty, staff, contracted vendors, volunteers, and their invited guests as well as to those third party individuals or groups visiting the University independent of any specific invitation.
2. Carroll University supports the right of individual students, faculty, staff and recognized student organizations to dissent and to demonstrate providing such activities do not disrupt normal campus operations, obstruct free access to university buildings, or infringe upon the rights of others.
3. The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.
4. The following guidelines will apply to all demonstrations:
  - a. Persons or their belongings may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
  - b. Persons or their belongings may not block or otherwise interfere with ingress and egress into and out of campus buildings.
  - c. Persons or their belongings shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the University or by any clients authorized to use University facilities.
  - d. Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
  - e. Persons shall comply with the directions of any University official acting in the performance of his or her duty.
  - f. Classes or other scheduled activities shall not be disrupted.
  - g. Use of public address systems and amplified sound will not be permitted without prior approval from the Office of Reservations and Event Services. Such approval is contingent upon review of potential impact on classes or other scheduled activities.
  - h. Where an invited speaker is the object of protest, persons may demonstrate outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience, paying admission

fees where applicable, and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. If they choose not to leave, Public Safety will escort them out. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into any building.

- i. The safety and well-being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place and manner in which activities occur on campus. The Office of Reservations and Event Services will identify appropriate spaces for planned and spontaneous demonstrations.
- j. University property must be protected at all times.
- k. The University reserves the right to require the presence of University Public Safety officers at any demonstration. In certain circumstances, searches or metal detectors may be used to ensure safety. The costs for these officers are to be paid by the organization holding the demonstration.
- l. Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.

Although campus constituents may sponsor or organize demonstrations, rallies, or picketing of activities, organization sponsorship in no way relieves individuals of the responsibility for their conduct. In addition to the sponsoring organization, each individual participating in such activities is accountable for compliance with the provisions of this policy as well as all other policies of the University.

Persons who are not members of the University student body, faculty or staff may participate in demonstrations, rallies, or equivalent activities only upon invitation by a bona fide student, faculty or staff member. All non-students are obligated to the terms of this policy during participation in such activities. Since organizations and persons who are not students, faculty, staff members, or recognized student organizations of the University are not subject to University discipline procedures, failure to comply with this policy may result in action under terms of local and State law, as appropriate.

### **Guidelines for Scheduled Demonstrations**

Registered student organizations or other campus constituents that wish to schedule a demonstration, rally, or equivalent activity, may request the space through the regular reservation procedure up to forty-eight (48) hours in advance. Demonstrations will be permitted in the following locations, unless the space has previously been reserved by another University department or organization: Quad Lawn (northwest corner), The Plaza (southwest corner).

Demonstrations may be held at other locations on campus with prior permission from the Office of Reservations and Event Services.

### **Guidelines for Unscheduled Demonstrations**

It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities and with minimal disruption to educational activities through proper planning and scheduling. Occasionally, events occur which demand immediate public outcry, and it is not the intent of this policy to limit the University community's rights to protest such events. However, it is inappropriate for events which have been planned to circumvent the policies by claiming to be spontaneous.

Existence of the following at any demonstration may constitute evidence of a demonstration having been planned:

1. Signs and placards which have been previously produced
2. Amplification equipment
3. Security alerted to provide protection
4. Media contacted to cover event

Members of the University community who plan a demonstration and fail to follow outlined procedures will be referred to the appropriate governing or disciplinary body. Unscheduled demonstrations or equivalent activities may be held by campus constituents in the areas defined above provided that the activity does not interfere with any functions for which that space has been reserved in advance. All activities in these areas must be conducted so as to avoid interference with the regularly scheduled functions of all buildings surrounding the space and in compliance with the provisions set for demonstrations.

**APPENDIX H**  
**BUILDING SPECIFIC FACILITY POLICIES**

**Ganfield Gymnasium Fitness Center, Ganfield Dance Studio, Recreational Sports Fitness Center in Prairie Hall, Van Male Field, Van Male Field House, Van Male Strength and Conditioning Room and Van Male Natatorium, Kilgour/Trailblazer Tennis Center and Kilgour Softball Field**

1. Patrons must adhere to regulations, posted rules and contracts. Non-compliance may result in a loss of facility privileges.
2. Children in attendance at events must be properly supervised. Lifeguards conducting the skills test will determine if children may use the pool.
3. Patrons must report injuries, damaged equipment, or inappropriate behavior to staff on duty.

**Weight Room and Fitness Center**

1. Designated personnel must be present during workouts and have the authority to remove patrons who do not abide by the rules.
2. During athletic team posted hours, only athletes on a current Carroll University team roster may use the weight room. All other faculty, staff, and student use is restricted during these times.
3. No food or beverages, with the exception of bottled water, are allowed in the weight room.
4. Proper attire, which includes athletic shoes, shirts that cover the entire torso, and athletic shorts or pants, must be worn at all times. Street clothes and shoes, spiked or cleated shoes, and sandals are not allowed.
5. All weight equipment must be used properly. This includes properly using the weight machines, returning free weights to their racks, and not dropping, throwing or otherwise abusing the equipment.
6. Gym bags, coats, and other personal belongings are to be stored appropriately. All belongings must be removed following the completion of the workout session.

**Campus Center**

- a. Lobby tables are reserved through the Office of Reservations and Event Services. Non-University clients may reserve lobby tables for a fee. Vendors that compete with exclusive University contracts are not allowed.
- b. Requests to keep the Campus Center open outside of normal operating hours must be made at least seven (7) business days in advance. Charges may apply to have the facility open outside of posted operating hours.
- c. Functions in the Pioneer Indoor Terrace (PIT) may not be closed to the campus community without prior approval from the Office of Reservations and Event Services and the Associate Director of the Campus Center.

### **Humphrey Memorial Chapel, Narthex and Nelson Vance Russell Meditation Chapel**

1. Food and beverages are not allowed in the Meditation Chapel. For catered events in the Humphrey Memorial Chapel and/or Narthex, food and beverages are allowed as approved by food service and the Office of Reservations and Event Services

### **Shattuck Music Center**

1. The Shattuck Music Center Auditorium, Dorothy Goff Frisch Recital Hall, and rooms B-13, B-25, and B-29 are reserved for academic activities through the Registrar's office. University and Non-University clients may request use of these spaces as allowed by the academic schedule.
2. Music program lessons are scheduled through the music office and communicated with the Office of Reservations and Event Services.
3. Use of special equipment, i.e., the Steinway Grand Piano, organ, etc. will require the permission of the music program and an additional usage fee.

### **Sneeden House**

1. The sponsoring department, organization, or designated responsible representative must be present during the event.
2. Maximum capacities have been established in accordance with municipal fire codes. Receptions may have up to fifty (50) guests and plated dinners up to forty (40) guests.
3. Setup requirements must be approved through the Office of Reservations and Event Services. Any alterations to the standard layout of the facility require prior approval.
4. Guests may not move decorative elements, occasional furniture, and large furniture pieces (couches, tables, desks).
5. Clients will be held responsible for any damage to furniture or premises.
6. **Overnight Accommodations**
  - a. Departments reserving the bedrooms for overnight guests will be held responsible for the condition and proper use of those rooms used by guests.
  - b. Check-in times may occur at any time after 12pm. Upon arrival, guests may pick up their room key at the Campus Center Information Desk.
  - c. Check-out time is 10:00 AM unless other arrangements have been made in advance with the Office of Reservations and Event Services. All personal belongings must be removed from the home upon check-out. Any issued keys can either be left in the guest's room or returned to the Campus Center Information Desk.
  - d. Failure to return keys will result in a \$75.00 replacement fee invoiced to the guest or their sponsoring department.
  - e. Guest parking is located behind the Sneeden House and is available for guests. If parking is needed, the Office of Reservations and Event Services must be notified at least one (1) business day in advance to ensure spaces are reserved.

**Prairie Springs Guest House and Environmental Education Center**

Reservations for both University Clients and Non-University clients may be made through the Office of Reservations and Event Services, or the Prairie Springs Coordinator. The Prairie Springs Coordinator will coordinate reservations for specialized programming groups, attending Carroll University hosted programs, forums, workshops, etc.