

# **Regulations Governing the Use and Assignment of University Facilities at Indiana University – Purdue University Fort Wayne**

Volume: FW-I

Chapter: 4.1

Responsible Executive: Chancellor

Responsible Office: Comptroller

Date Issued: January 17, 1975

Date Last Revised: August 28, 2007

## **TABLE OF CONTENTS**

**Statement of Policy**

**Reason for this Policy**

**Individuals and Entities Affected by This Policy**

**Who Should Know This Policy**

**Exclusions**

**Web site Address for This Policy**

**Contacts**

**Definitions**

**Responsibilities**

**Procedures**

**Related Documents, Forms, and Tools**

**History and Updates**

**Appendices**

## **STATEMENT OF POLICY**

The Indiana General Assembly has granted the Trustees of Purdue University (University) the power and duty to govern the disposition and method and purpose of use of the property owned, used or occupied by the University, including the governance of travel over and the assembly upon the property of the University. This grant of power and duty also permits the University to govern, by specific regulation and other lawful means, the conduct of students, faculty, employees and others while upon the property owned, used or occupied by the University. These powers and duties shall be enforced by the Vice Chancellor for Financial Affairs of the campus under the general direction of the Chancellor.

The President of Purdue University and the IPFW Chancellor are authorized to amend these regulations and to promulgate additional regulations governing the method and purpose of the use of IPFW facilities.

### **General**

- University facilities shall be used only by persons authorized by the Chancellor and only in the manner and for the purposes authorized thereby. Authorization to use a specific facility for a specific purpose shall not constitute blanket authority. Regular, recurring use of University facilities by a non-University group is only permitted by terms of a separate, specific contract.
- In authorizing the use of facilities, the Chancellor shall be governed by policies and procedures related to facility use approved by the Purdue University Board of Trustees, and by any amendment thereof.
- No person shall deny to others the lawful and authorized freedom of movement on the campus or the right of lawful and authorized ingress and egress to University facilities.

Persons committing, threatening to commit, or inciting others to commit, any act which would deny, interfere with or disrupt the authorized use of such facility, or disrupt, impair or obstruct the lawful missions, processes, procedures or functions of the University shall be requested to leave the facility by the Chancellor or his/her designee.

- Use of University facilities in any manner which results in financial gain, either directly or indirectly to individuals or non-University organizations or groups is prohibited, except for income earned from sales specifically approved in the regulations regarding canvassing, peddling, and soliciting and the delivery of merchandise or for fees paid to performers or speakers, and in those instances when portions of University facilities are leased or licensed to private enterprise to provide services to the University.

Recognized student organizations may use certain University facilities for activities involving paid admissions with the approval of the Vice Chancellor for Financial Affairs or his/her designee, provided that such use will not result in financial gain, directly or indirectly, to individuals or non-University organizations, except as provided above. Rental fees will be charged when appropriate, and the amount will be determined by the Business Office. For student organization activities involving paid admissions, it is required that admission rates be approved in advance and tickets to be sold for any event must be secured through the appropriate Business Manager. Proceeds from ticket sales and all unsold tickets must be accounted for to the appropriate Business Manager.

In addition, the following specific uses of University facilities shall be permitted on terms and conditions substantially the same as those heretofore governing such uses:

1. Photographic, television, and radio coverage by news media of sporting, social, or other activities as may be approved by the Chancellor or his/her designee.
  2. Consulting activities of a University employee approved as an outside activity in accordance with University regulations.
  3. Contracts for concessions.
  4. Activities approved by the Vice Chancellor for Financial Affairs or his/her authorized representative under authority or regulations relating to canvassing, peddling, and soliciting and the delivery of merchandise on campus.
- University facilities shall not be used for the commission of any act which constitutes a criminal offense under the laws of the State of Indiana or of the United States.

### **Specific Uses Allowed and Prohibited**

- The use, possession, distribution or sale of narcotic drugs (as defined in the Uniform Narcotic Drug Act of the State of Indiana) in University facilities is prohibited, except as expressly permitted by the laws of the State of Indiana.
- The use, possession, or distribution of any explosives, guns or other deadly or dangerous materials or weapons reasonably calculated to cause bodily injury is prohibited in University facilities, unless specifically authorized by the University, or required by or used in the course of a University activity and under the supervision of a University representative functioning in the pursuit of his/her University duties, or by an off-duty certified law enforcement officer.
- The use, possession, distribution, or sale of alcoholic beverages in University facilities is prohibited, except as expressly permitted by the Internal Operating Procedures for the Possession, Consumption, Distribution, and Sale of Alcoholic Beverages on the Fort Wayne Campus.
- Smoking is prohibited in any University facility and on any University grounds except in parking lots and designated smoking areas.
- Animals shall be permitted in University facilities only as necessary and required in authorized teaching, public service, or research activities of the University, or as specifically authorized by the University.
- Signs, placards, or other display type materials that are not directly related to campus functions or in the best interest of the campus shall not be posted in or on University facilities without the prior approval of

the Chancellor and his/her designee. *Please refer to IPFW Posting Policy, 1-06/07, for campus related functions.*

- The use of any decorations or staging in any University facility which creates a potential fire or other hazard to persons or property shall be subject to approval of the Vice Chancellor for Financial Affairs or his/her designee.
- Stairways, corridors, and other access or exit areas of University facilities shall be kept open and unobstructed at all times. Occupancy limits for any room or other portion of a University facility as established by the University, the National Fire Protection Association, the Administrative Building Code of the State of Indiana, or by any other governmental authority having jurisdiction thereof shall be observed at all times.
- Persons may not enter any University utility facility or use any utility services of the University unless authorized by the Director of Physical Plant.
- The following specific uses of streets, walkways, and grounds of the University are prohibited: athletic contests (except in areas designated for such use), fires, camping, driving or parking of motor vehicles (except on streets or in designated parking areas), animals, exercising of animals (except those on a leash), use of sound amplification equipment, food service (except with prior approval of the Vice Chancellor for Financial Affairs or his/her designee).
- Exterior University property located on campus grounds (i.e. statues, benches, etc.) may be decorated with temporary, non-damaging modifications only during times approved by the Chancellor's Executive Cabinet. Examples of such times include Homecoming and Summerfest. In addition, all such plans for decorating exterior University property must be approved in advance by the Chancellor's Executive Cabinet and be consistent with the activity being celebrated.

Inappropriate decorations will result in immediate removal. In addition, inappropriate decorations will be considered misuse of campus facilities and addressed in the appropriate manner, including possibly forbidding the offending organization from such activity in the future.

- Recognized student organizations and groups otherwise authorized to use University facilities may invite speakers of their choice to address their meetings in University facilities in accordance with University regulations applicable to each situation.
- Campus facilities may be used by political candidates and/or their representative for campaign activities as follows:
  1. The political activity and related publicity must be directed at members of the campus community only (e.g. faculty, staff, and students). The activity must not be promoted to the general public. The only exception is a public debate between two or more candidates in a non-partisan, controlled situation; such a debate is clearly an event of community interest and may be publicized to the general public.
  2. The campaign activity must be sponsored by an appropriate campus unit which will be responsible for ensuring that the activity conforms to the policies set forth in this and other University regulations.
  3. A standard facility use charge will be assessed. Failure to pay the facility use charge promptly may disallow further appearances or activities of the candidate at IPFW.
  4. No direct solicitation of funds for political campaigns may occur during, or as a part of, any such event.

This regulation does not preclude the right of political candidates, or their representatives, to use public-access sidewalk areas on campus to speak to passersby in efforts to obtain petition

signatures, distribute literature, and the like, as long as such activities do not obstruct or disrupt any IPFW activity or create any hazard (See "For the purpose of raising funds ..... " below). Nor does it preclude the use of University facilities for public-information meetings by political incumbents.

- In general, peddling, soliciting, advertising, or canvassing for commercial purposes will not be permitted on University facilities except as specifically approved and authorized by the Vice Chancellor for Financial Affairs or his/her designee.

Of special concern to the University is on-campus commercial activity that could have a long-term detrimental effect on our staff, students and visitors. Where on-campus peddling and solicitation is specifically approved and authorized, only simple transactions in which the buyer pays for and receives a vendor's product will be permitted. Transactions in which the buyer enters into a longer-term contract, and which may involve the sale or transfer of personal information, may not be in the best interest of our student/staff population, and is not part of the mission of the University. In an effort to limit or eliminate the amount of this type of commercial activity, the University will not allow as a sponsored business on campus any vendor whose commercial activity goes beyond a single transaction, i.e. it involves an extended-term financial obligation to the vendor or the vendor's organizations. Under this provision, credit card and cell phone contract solicitations would not be permitted, but bake sales, book sales and other such simple purchase transactions would be allowed, provided all other University regulations are met

- For the purpose of raising funds for their treasury, recognized student organizations may, with prior written permission of the Dean of Students and the Comptroller (or their representatives), peddle, solicit and canvass on campus. Such permission by the approving officials may be restricted as to area, time and/or manner.

In limited instances and with the knowledge and approval of the Dean of Students and the Comptroller (or their representatives), organizations may co-sponsor peddling activity by an outside organization. In those cases, the following conditions must be met:

1. There must be a written agreement signed by the outside organization and representatives of the Dean of Students and Comptroller, that details the distribution of net profits from the peddling activity, a portion of which must be to the sponsoring student organization.
  2. A logical connection must exist between the nature of the student organization and the nature of the outside organization business, e.g. the Ceramic club co-sponsoring the sale of clay ;pots and figurines by an outside commercial vendor.
  3. A member of the sponsoring student organization must be present at the peddling site at all times as assurance that sales transactions are recorded and no improper peddling tactics are used.
  4. Any advertising or promotional notices must acknowledge the co-sponsorship of the student organization.
  5. No extended-term commercial activity may be sponsored (See "Campus facilities may be used by political candidates ....." above).
- Non-University groups may, within these guidelines, distribute pamphlets, petitions, or other materials on campus grounds, or use our campus as a public-speaking forum. Such requests will be denied if the group is a commercial organization requesting use of our facilities/grounds for sales or promotional activities for their products or services. If the group is a not-for-profit group, their request will be allowed if their activity and/or purpose is lawful and is permissible under all other University regulations. If a group's presence on campus is deemed allowable, the University can and will exercise approval over the group's on-campus activities as to time, location, manner of forum, or distributions.

Such allowable groups may conduct their activity during normal hours of operation on days the campus is open (i.e. not closed for holiday, etc). Group activity is restricted to sidewalk areas outside the buildings and structures only. Allowable sidewalk areas are:

- Front (southwest) entrance to Kettler Hall
- Patio/sidewalk area between Helmke Library and Liberal Arts Building
- Patio/mall area between Walb Student Union and Helmke Library
- Patio area between Williams Theater and Visual Arts Building
- Paved area (around the clock tower) between ET Building and Neff Hall

Group activity may take place at no more than three of the above locations at any one time. Groups will be allowed to conduct their activities for no more than five consecutive days, and no more frequently than once per semester and once per summer session months - for a total of three event times per year. Group activity must not hinder pedestrian traffic, nor create any safety hazard. It must be "passive" in nature, i.e. not intrusive, physically assertive, or obscene. Group activity must not disrupt the educational activities of the University.

- In the belief that employees should be free from undue solicitations and distractions while on the job, solicitations and campus-wide organized fund raising for charitable non-university groups on University premises is restricted to those approved by the Chancellor's Executive Cabinet. The criteria guidelines permit solicitations for a limited number of federated charitable organizations only. Currently the only approved federated organizations are United Way and Arts United.
- For purposes of providing support to victims of disaster or human suffering, recognized student organizations may request approval from the Chancellor's Executive Cabinet to solicit funds on the Fort Wayne campus in accordance with the following regulations. Such solicitations may take the form of revenue-producing sales and programs, cash, or gifts-in-kind. All proceeds from such solicitations must be given for the charitable purposes advertised.

The solicitation activity must be requested in writing for recommendation by the Dean of Students and Comptroller to the Chancellor's Executive Cabinet. Such request must be submitted prior to any solicitation or advertising and include the following: sponsoring organization, name and address of benefactor, period and method of solicitation, and statement of purpose or need.

- Direct solicitation may take place only in the designated locations of the following buildings:
  - Walb Student Union
  - Kettler Hall Ground Floor "Commons" Area
  - Neff Hall First Floor "Commons" Area
  - Library First Floor Vending Area/Lounge
  - Liberal Arts Building First Floor "Commons" Area
  - Engineering & Technology Building First Floor "Commons" Area
  - Visual Arts Building First Floor "Commons" Area
  - Science Building First Floor "Commons" Area
- Passive solicitation, e.g.; unattended drop box, is permitted in all the designated "common" areas except for cash contributions.
- Programs designed to raise funds for charitable purposes may take place only in the following locations:
  - Walb Student Union Building
  - Neff Hall (Room 101)
  - PIT Theater in Kettler Hall
  - Williams Theater
  - Hilliard Gates Sports Center
- Additional limited locations on campus grounds may be approved by the Vice Chancellor for

Financial Affairs or his/her designee.

- Solicitation should be directed toward fellow students and not necessarily toward the faculty, staff, or visitors of this campus.
- No solicitation will be allowed at University events such as convocations, athletic events, PIT performances, etc.
- Normally, each recognized student organization will be permitted to carry on active solicitation for two periods per semester, not to exceed 10 consecutive days per period, unless otherwise prearranged in the form of a written request to be signed by the Vice Chancellor for Student Affairs and the Comptroller.
- Approval for solicitation for off-campus charities (other than defined as victims of disaster or human suffering) will be limited to those which are organized and operated exclusively for charitable purposes as defined by the Internal Revenue code, Section 1.501 (c) (3) -1 (d) (2). Approval will not be given for solicitation for funds for use by “action groups” as defined by the Internal Revenue Code, Section 1.501 (c) (3) -1 (c) (3), political or religious organizations, political candidates or causes.
- Except for designated activities, all program participants must be IPFW students; i.e. no paid professionals. However, donated services of professionals are allowable.
- Approval will not be given when proposed sales or programs will seriously compete with other University programs or with local businesses.

The type of activities envisioned to be allowed under the above regulations are dances, blood donations, basketball bouncing marathons, sales of plants, special PIT performances, etc.

- Non-commercial, non-University organizations may distribute magazines and/or newsletters on campus only as provided in this policy document. The method of distribution shall be by unmanned, no-charge wire display racks. Organizations must supply their own wire display racks. These racks must be identified with the name of the Publisher/Publication. Publications not contained in identified racks will be removed and discarded.

In addition, racks may only be located in assigned spaces of designated areas. The designated areas for these publications are:

- Walb Student Union Basement
- Kettler Hall Ground Floor “Commons” Area
- Neff Hall First Floor “Commons” Area
- Library First Floor Vending Area/Lounge
- Liberal Arts Building First Floor “Commons” Area
- Hilliard Gates Sports Center First Floor “Commons” Area
- Engineering & Technology Building First Floor “Commons” Area
- Visual Arts Building First Floor “Commons” Area
- Science Building First Floor “Commons” Area
- Cole Commons “Commons” Area

Requests to distribute materials under this policy must be submitted in writing to the IPFW Comptroller for approval.

## **REASON FOR THIS POLICY**

These campus regulations are enacted pursuant to the authority conferred by the laws of the State of Indiana upon the Board of Trustees of Purdue University ("University") to govern the disposition, method and purpose of the property owned, used or occupied by the University and to make all rules and regulations required or proper to conduct and manage the University.

### **INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

All units, students, faculty, staff and visitors of the University are governed by this policy.

### **WHO SHOULD KNOW THIS POLICY\**

Administrative and Professional Staff  
Clerical and Service Staff  
Faculty  
Students  
Visitors

### **EXCLUSIONS**

There are no units or persons excluded from the requirements of this policy.

### **WEB SITE ADDRESS FOR THIS POLICY**

<http://www.comptroller.ipfw.edu/>

### **CONTACTS**

If there are specific questions concerning Regulations Governing the Use and Assignment of University Facilities at Indiana University Purdue University Fort Wayne, contact the following office(s):

<b><u>Subject</u></b>	<b><u>Contact</u></b>	<b><u>Telephone</u></b>
Policy Clarification	Comptroller Senior Business Mgr.	481-6322 481-6618
Academic Scheduling	Registrar	481-6815
Student Use	Dean of Students Comptroller	481-6601 481-6623
Special Events	Special Events Mgr.	481-0284
Space Assignment (Internal)	VC Financial Affairs	481-6804

### **DEFINITIONS**

**Chancellor's Executive Cabinet** - Members of the Chancellor's Executive Staff and as appointed by the Chancellor.

**Federated Charitable Organizations** – A group of charitable organizations established for the purpose of supplying common fundraising, administrative, and management services to its members. Example – United Way.

**Non-University Groups** – Organizations, profit or not-for-profit, with no established connection to the University. Regular, recurring use of a University facility by a non-University group is permitted by terms of a separate, specific contract.

**Recognized Student Organizations** - All student organizations must be recognized annually, prior to October 1. Official guidelines are found in the IPFW Student Organization Handbook.  
<http://www.comptroller.ipfw.edu/StudentOrgHandbook.pdf>

**Sponsoring Student Organization** - A Student organization planning and hosting an event with another student organization or with an off-campus organization with a logical connection to the student organization facilitating the event.

**University Facilities** - As used in these regulations, the term “University facility” or University facilities” means any building or structure or any improved or unimproved land, or any part of any such building, structure or land, which is owned, leased, used, or occupied by the University.

## RESPONSIBILITIES

**Vice Chancellor for Financial Affairs** – Enforce the rules and regulations of this policy under the general direction of the Chancellor.

**Comptroller** – Administer this policy or delegate responsibilities to representatives of the Comptroller department.

**Dean of Students** – Sign and approve student organization and co-sponsored activities and assure coordination between organization and comptroller.

**Chancellor** – Authorized to assign space in all campus facilities and may delegate such authority.

**Chancellor’s Executive Cabinet** – Review and approve events involving University facilities in advance of scheduled event.

**Student Organizations** – Assure approvals are received in advance of an event and all facilities policies are followed.

**Chief of University Police and Safety** – Determine from time to time if in the interest of safety a security presence is needed at an on-campus event.

**Director of Physical Plant** – Official University individual who can approve entrance into any University utility facility or use any utility services of the University.

**Dean of Students** – Responsible with Comptroller for approving and signing for student organized events.

## PROCEDURES

### **Scheduling and Assignment of Facilities/Properties at IPFW**

- The Chancellor is authorized to assign space in all campus facilities related to the academic and administrative functions of the University. He/She may delegate such authority with respect to any specific facility. Students and student organizations requesting the use of such facilities shall obtain prior approval for the particular event from the Chancellor or his/her designee.
- All requests for the use of academic facilities outside the normal, operating building hours shall be approved by the Chancellor or his/her designee. Approval of such requests which require security coverage or physical plant services shall be granted only after arrangements are made with the Vice



Chancellor for Financial Affairs or his/her designee.

- For non-academic use of University facilities, the office of Special Events is responsible for scheduling. Additional policies may be established as appropriate for specific buildings use. <http://www.ipfw.edu/rhinehart/> or <http://www.ipfw.edu/wuo/>,
- Other procedures relating to scheduling of University facilities are covered by University Property and Facilities Reservations Policy dated August 10, 2005, approved and signed by the Vice Chancellor for Financial Affairs, and by any amendment thereof.

### **General Operating Policies**

- The Chancellor shall establish the normal operating hours in academic and administrative buildings. Hours shall be posted at the entrance of each building. Any deviations from these times will be posted or announced. Extended hours of building occupancy are permitted in University facilities only when approved by the Chancellor or his designee; however, hours will not generally be extended beyond 12:00 midnight.
- Consistent with University regulations, and when approved by the Vice Chancellor for Financial Affairs, charges may be made to persons using University facilities and such charges may include reimbursement for the cost of heat, light, water, janitorial services, other special services, and damage to property or equipment. The amount of such charges is to be determined by the Business Office.
- The Vice Chancellor for Financial Affairs, with the approval of the Chancellor or at the direction of the Chancellor, is authorized to lock or vacate any University facility, or any portion thereof, at any time if such actions are necessary or advisable for safety reasons or for maintenance or housekeeping operations.
- The Chief of University Police and Safety may, from time-to-time, determine that in the interest of safety, a security presence is needed at an on-campus event. If the event is sponsored by a university department/group or student organization, the cost of security will be absorbed by the University. If the event is sponsored by a non-university group and alcoholic beverages will be served, a security fee will be assessed. If no alcoholic beverages are to be served, no fee will be assessed.

### **Building Deputy**

- The Chancellor may appoint a Manager or Building Deputy for each building. The Manager or Building Deputy's duties, in addition to any assigned by the Chancellor, shall include coordination of the scheduling of the facility and the resolution of any complaints concerning the building's operation.

### **RELATED DOCUMENTS, FORMS, AND TOOLS**

- IPFW Internal Operating Procedures
- IPFW Property/Facility Usage Policy issued April 23, 1982
- IPFW Posting Policy – 1-06/07
- IPFW recognized student organizations and student handbook
- IPFW Office of Special Events

### **HISTORY AND UPDATES**

January 17, 1975: First issue of Regulations Governing the use and Assignment of University Facilities at the Fort Wayne Campus, Chancellor's Memorandum No. 7-74/75. Attachment A included, Inter-Institutional Facilities Use Policy for four state-supported institutions dated April 23, 1960.

April 14, 1976: Chancellor's Memorandum No. 3-75/76 issued replacing No. 7-74/75. Updates to paragraphs C.2; D. 7, 9, 10; E. 1, 2; F.2, and G.

April 23, 1982: Vice Chancellor of Financial Affairs memorandum issued attaching new policy statement and users' rates and fees information intended to complement and further define CM No. 3-75/76.

May 1, 1992: Addendum to Chancellor's Memorandum, No. 3-75/76 adding Regulations for use of Facilities for Political Campaign Activities, paragraph 12.

May 24, 1999: Chancellor's Memorandum No. 3-98/99 issued superseding CM 3-75/76. Modifications made to paragraphs D. 3, 4, 6, added 12-15; paragraphs E. 2 and 3 modified.

April 1, 2002: Chancellor's Memorandum No. 4-01/02 issued updating CM No. 3-98/99 to include new and revised policies implemented since previous issue. Changes include procedures for allowing non-profit organizations to distribute information in selected areas of campus, limits on solicitations allowed in or on campus facilities, restrictions on commercial sales activity, and a provision for security at events held on campus.

August 22, 2005: Chancellor's Memorandum No. 1-05/06 issued updating CM 4-01/02. The attachment regarding Inter-Institutional Facilities Use Policy issued April 23, 1960 and regarding four state-supported institutions, is removed and paragraph C. 2 is modified. The fourth paragraph under item 15. Is removed.

August 16, 2006: Chancellor's Memorandum No. 2-06/07 issued updating CM No. 1-05/06, to include an addition to Specific Uses Allowed and Prohibited regarding exterior university property located on campus grounds (D.11).

August 28, 2007: Chancellor's Memorandum No. 1-07/08 issued updating CM No. 2-06/07 to include an addition to Specific Uses Allowed and Prohibited regarding non-commercial, non-university distribution of magazines and/or newsletters on campus (D.19).

## **APPENDICES**

There are no appendices to this policy.