Policy
It is the policy of the Board of Regents that the facilities of the University are to be used primarily for purposes of fulfilling the mission of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of University facilities, this policy paper was established to govern facility use on the River Falls campus.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
Requests by University Departments and campus organizations to utilize University facilities shall be directed to the Registrar’s Office for credit producing courses, or to the Campus Reservations Office for classroom related or general activities or events. The delegates of the Facility Use Task Force shall have responsibility for interpreting and enforcing University policies relating to the use of facilities.

Organizations and groups not affiliated with the University shall contact the Conference and Contract Services Manager. The Conference and Contract Services Manager shall handle all aspects of facility usage, and negotiate a contract that shall spell out the terms of the agreement. In those cases in which a group not affiliated with the University is invited to campus and sponsored by a University department, the group shall still enter into a contract with the University through the Campus Reservations Office.

Registrar’s Office Responsibilities
The Registrar’s Office is responsible for the following:

1. Schedule academic space for credit producing instructional units based upon established and agreed upon guidelines found in the Facility Use Task Force Document.
2. Oversee the distribution and collection of information from instructional units for the development of future term sessions.
3. Update all classroom assignment adjustments in the Dean Evans & Associates software system, EMS Enterprise.
4. Provide classroom and laboratory space use data to UW System per established guidelines.
**Campus Reservations Responsibilities**

The Campus Reservations Office is responsible for the following:

1. Ensure that space is scheduled according to UWS 21 policies for on-campus groups.
2. Ensure that space is used on campus based upon the guidelines in the Facility Use Task Force Document.
3. Assist with problem solving, enforcing and updating University Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various specialty spaces on campus.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for on-campus groups.
6. Oversee the process for providing accurate, detailed facility use information to the campus community using the campus scheduling software system.
7. Communicate all academic space conflicts with all parties involved.

**Conference and Event Services Responsibilities**

The Conference and Contract Services Manager (or designee) is responsible for the following:

1. Ensure the space is scheduled according to UWS 21 policies for off-campus groups.
2. Ensure that space is used on campus based upon the guidelines in the Facility Use Task Force Document.
3. Assist with problem solving, enforcing and updating University Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various specialty spaces on campus.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for off-campus groups.
6. Coordinate with Camp, Wedding, Tradeshow and Conference organizers for facility, dining, parking and housing requests.
7. Market to off-campus groups.
8. Manage contracts and fiscal resources, facility operations, and coordinate with service providers in the best interest of the University.

**Falcon Center Scheduling Responsibilities**

The Falcon Center Scheduling Office is responsible for the following:

1. Ensure that space is scheduled according to UWS 21 policies.
2. Use the policies and guidelines of the Facility Use Task Force Document when scheduling the Falcon Center related areas.
3. Assist with problem solving, enforcing and updating Falcon Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various on-campus or off-campus entities.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for on-campus groups or off-campus groups using the campus scheduling software system.
6. Communicate all academic space conflicts with all parties involved.
7. Market to off-campus groups for improved revenue generation.
8. Manage contracts and fiscal resources, facility operations, and coordinate with service providers in the best interest of the University.

**Director of University Center or Falcon Center Responsibilities**

The Director of University Center or Falcon Center (or designee) is responsible for the following:

1. Use delegated authority to review and execute contracts in alignment with financial authority. Contracts larger than authority level must be reviewed and executed by the Assistant Chancellor for Business and Finance.
2. All signed contracts are sent to the Business and Finance Office for storage.

**Risk Management Responsibilities**

The Risk Manager (or designee) is responsible for the following:

1. Review contract language periodically whenever language is deleted or added to the contracts.
2. Approve Certificate of Insurance for off-campus groups.

**Outdoor Spaces**

University facilities includes all university grounds. The university has certain outdoor spaces on its grounds that are reservable. These reservable outdoor spaces include the University Center Circle Patio, the University Center Mall, the University Center Firepit, the Amphitheater, the Amphitheater Fire Pit, Hagestad Mall, Hathorn Lawn, I.M./softball fields, the East Side Sport Courts, and tennis courts.

Individuals or organizations who have reserved these outdoor spaces take priority for use of that space.

Outdoor spaces on university grounds that are not reservable, as well as those reservable spaces that have not been reserved, may be used freely by UW-River Falls students and employees, including use to assemble and engage in spontaneous expressive activity, subject to the parameters of Chapters UWS 17, 18 & 21, as well as reasonable time, place, and manner restrictions listed in this policy. Outdoor athletics facilities are not available for spontaneous expressive activity by students or employees.

Persons or organizations interested in reserving available outdoor spaces should contact the offices listed above.
Recognition of Right to Freedom of Expression

The University is committed to academic freedom and freedom of expression and acts in accordance with Regent Policy Document 4-21 (Commitment to Academic Freedom and Freedom of Expression).

Nothing in this policy regarding use of university facilities is intended to infringe on the constitutional right of students and employees to assemble and engage in spontaneous expressive activity as long as such activity does not materially and substantially disrupt the functioning of an institution. At the same time, university administrators, faculty, and other instructors are responsible for maintaining order. Accordingly, access to university facilities for purposes of free speech and expression shall occur within the limits of reasonable viewpoint-neutral and content-neutral restrictions on time, place, and manner of expression and the provisions of Chapters UWS 17, 18, and 21. University employees shall not consider the content or viewpoint of expressive activities when enforcing this policy.

In addition to the provisions of Chapters UWS 17, 18, and 21, the University’s time, place, and manner restriction on students and student organizations engaged in spontaneous expressive activity in outdoor spaces on the University’s campus are: 1) There must be free access and egress to and from all university buildings (staff may define barriers or lanes to ensure access/egress); 2) The activity cannot materially and substantially disrupt another event or activity; 3) The activity may not enter the space(s) of another event or activity; 4) The activity may not create noise that materially and substantially interferes with university classes and other activities; 5) The activity may not obstruct vehicle or pedestrian traffic.

Protests and demonstrations that materially and substantially disrupt the rights of others to engage in or listen to expressive activity shall not be permitted and may be subject to sanction.

Related Documents

- UWS 21 - "Use of University Facilities" - Wisconsin Administrative Code
- University Centers Policy and Procedure Manual
- Administrative Policy Paper AP-01-110 Segregated Fee Assessment/Waiver
  [http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01110.cfm](http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01110.cfm)
- Administrative Policy Paper AP-02-101 Business Activities
  [http://www.uwrf.edu/Administration/Policy/Business/AP02101.cfm](http://www.uwrf.edu/Administration/Policy/Business/AP02101.cfm)

Contact

To direct questions about this policy, mailto: [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).