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**Responsible University Office:**  
*Vice Chancellor, Business and Finance, Facilities*

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## Policy on Use of University Property

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### Scope

This policy provides guidance for the scheduling and conduct of events and activities at the University of Nebraska at Kearney (UNK) which are not academic activities, such as regularly scheduled courses and seminars under the aegis of the Registrar's Office.

This Policy applies to all UNK buildings, facilities, grounds, and spaces, including digital, owned or controlled by the University (hereafter referred to collectively as "*property*") and extends to members of the academic community, including guests of the University, and members of the general public lawfully present on University property.

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### Policy Statement

All UNK *property* is primarily dedicated to academic, student life, intercollegiate athletics, and administrative functions and is not open to unrestricted public access. Also see *University Trespassing Policy*.

All requests to utilize UNK *property* will be made through the Facilities Business Office with the following exceptions: (a) Residential Facilities—contact Office of Residence Life, (b) University Village/Regional Engagement--contact Executive Director, and (c) G.W. Frank Museum of History and Culture—contact museum Director.

All users of University *property* assume responsibility to comply with all applicable laws, regulations, and policies and assume responsibility for fees and charges applicable to associated events and activities.

While UNK *property* is not open to unrestricted public access, many spaces are available for use by faculty and staff, students, student groups, and members of the public, with appropriate approval and when scheduled in advance (see *Procedures* below). UNK endeavors to provide reasonable and equitable access to public spaces for responsible individuals, groups, and organizations when, in the judgment of the University, such use:

- (a) will not interfere with the academic mission of the University.
- (b) will not pose undue risk to students, personnel, visitors or *property*.
- (c) may be reasonably accommodated on/in university *property* and within capabilities of institutional personnel and resources.

While all outdoor spaces are broadly available only to members of the campus community for events and activities, including spontaneous peaceful and non-disruptive expressions, scheduling in advance is recommended.

Some outdoor University spaces are designated public forums that are subject to reasonable time, place, and manner regulations and require completion of the reservation information and request form and approval. Completion of the information and request form is not required for non-University entities limited to two people, without table or fixed display, for less than four hours. The spaces so designated include ([Link map](#)):

- (a) Cope Fountain Plaza (CFP),
- (b) Campus “green” extending north from CFP to Nebraskan Student Union,
- (c) Campus “green” extending south from CFP to Bell Tower, and
- (d) Campus quadrangle surrounding the Bell Tower.

UNK reserves the right to:

- (1) Give preference to academic, student life, and intercollegiate athletics programs of the University, and recognized student organizations and other events sponsored by the University.
- (2) Make substitutions and/or cancel arrangements at its discretion.
- (3) Deny the use of its facilities to any individual, organization, or entity seeking to use or rent University *property*.
- (4) Review, specify, and restrict any advertising, sales transactions, or product distribution. Note, as per *UNK Policy on Posting Materials on University Property*:

*The approval of the Vice Chancellor for Business and Finance is required for any **non-University** individuals, organizations, or entities seeking to campaign, solicit, promote goods or services, and/or distribute materials on University property. These activities are prohibited near the entrance/approach to events and venues drawing large crowds.*

All persons on UNK *property* are required to comply with the instructions of a properly identified University official or member of UNKPD. Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also to charges of violation of the law.

UNK is committed to ensuring protection of First Amendment guarantees of freedom of expression and the right to assemble peaceably and affirms its commitment to the values of diversity, inclusion, and community. The foundation for ethical and responsible behavior at the University is a commitment by each member of the University community to respect the rights of all persons and to refrain from discrimination and harassment.

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## Procedures

Prior scheduling is generally required for events and activities outside of primary academic, student life, intercollegiate athletics, and administrative functions.

Scheduling requests will be directed to the Facilities Business Office and applicants are required to complete a [reservation information and request form](#).

- (a) Scheduling of primary functions (academic, student life, intercollegiate athletics competitions/practices/training, and administrative) will take precedence over all extracurricular events and activities of all other users.
- (b) Activities of recognized student organizations and groups have priority over other users and non-University requests.
- (c) Should scheduling conflicts arise, the Facilities Business Office will identify and recommend suitable alternative locations/times and otherwise provide reasonable assistance under the given circumstances.

Recognized campus/student organizations may invite non-University individuals/groups, which may be given permission to use specific *property* through a written contract under terms and conditions that protect the University's interests. Scheduling requests should be directed to the Facilities Business Office. Consistent with Board of Regents Policy (RP-136): ***It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the University.***

The University may deny a request to reserve space for an event or activity if:

1. The applicant has not completed a reservation information and request form required

of all applicants.

2. The request to reserve space contains a material misrepresentation or materially false statement.
3. The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location.
4. The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed in the first section of this Policy or present an unreasonable health or safety danger.
5. The applicant has damaged University *property* in the past, and/or has not paid for repairs, or has otherwise been in violation of this Policy and its procedures.
6. The request to use University *property* conflicts with a preexisting reservation.

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## Related Information

University Trespassing Policy

Policy on Posting Materials on University Property

RP-2.1.2 Peaceful Demonstrations, Campus Disorders, and Administrative Response

*Neb. Rev. Stat. §§ 85-601 to 85-603 (Reissue 2014)*

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## History

Replaces Aspects of *Campus Reservation Policy*, revised December 2013

Policy Title and Scope revised 10/24/18