



**I.**

- j. “CUUF Appendix” means any of the Appendices appended to this policy that govern operational aspects of Facility and Outdoor Space use. The Chancellor or designee may adopt additional CUUF Appendices, and may amend or rescind existing CUUF Appendices.
- k. “CUUF Committee” means a standing committee established by and responsible to the Chancellor of CU Boulder. The CUUF Committee consists of: a chairperson; a representative of CUSG; one member of the Boulder Faculty Assembly; one member of the Boulder Staff Council; a representative of the Provost; a representative of the Vice Chancellor for Student Affairs; a representative of the Athletic Department; a representative from the University Police Department (CUPD); a representative from Parking and Transportation; a representative of Facilities Management; a representative of Housing and Dining Services; the Non-

authorized representative of a University Department, authorized representative of an external business or organization, or a private individual.

- u. “Restricted Access Date” means a date that has been designated by the SET Team as one on which Significant Events cannot be scheduled except under the direction of the Chancellor.
- v. “SAFE Committee” is made up of various University Department stakeholders who review proposed Events for compliance with

Space or portion of either that has been designated a Special Event Zone is a non-public forum for the duration of the Special Event Zone.

- ee. “Special Use” means Facility or Outdoor Space or portion thereof that has its own use priorities. A list of Special Use Facilities and Outdoor Spaces can be found on the *CUUF webpage*. Approval by the Chancellor for Special Use designation can be made for an entire or part of a Facility or Outdoor Space.
- ff. “Student Activities” means activities, scheduled or unscheduled, conducted by, or sponsored by, a Student Organization.
- gg. “Student Forum” means any generally accessible open Outdoor Space. Student Forums are available to students for expressive purposes as provided in these Procedures, and subject to section 23-5-144 of the Colorado Revised Statutes.
- hh. “Student Organization” means an organization in good standing with, and officially recognized by, the Center for Student Involvement as either a Recognized Student Organization (RSO) or Recognized Social Greek Organization (RSGO).
- ii. “Temporary Structure” means anything that is constructed of tangible materials, whether freestanding, staked, or attached to any Facility or in any Outdoor Space, and includes, but is not limited to any: table, booth, tent, shed, awning, inflatable structure, or any other kind of shelter; vehicle, cart or trailer; art installation, sculpture, or display; scaffold, ramp, railing, staging, or any other type of framework; bleachers or bench; or fence, barricade, or other type of barrier. Temporary Structures must comply with the *CUUF Appendix on Temporary Structures*
- jj. “University” means the University of Colorado Boulder (CU Boulder).
- kk. “University Contract” means a contract, lease, memorandum of understanding, or other agreement that has been signed by an individual who has been granted contracting authority according to the provisions outlined in the [Administrative Policy Statement \(APS\) Contracting Authority](#).
- ll. “University Department” means a University of Colorado Boulder school, college, office, department, institute, or center.
- mm. “UMC” means the University Memorial Center.
- nn. “VCIS” means the Vice Chancellor for Infrastructure and Safety.

### **III. Application for Use of University Facilities and Outdoor Spaces**

- a. A Responsible Party wishing to use a University Facility or Outdoor Space for a Special Academic Event or for a Non-Academic Event must schedule the Event in advance and receive approval from the appropriate Scheduling Authority prior to the Event occurrence.
- b. The Responsible Party must assume responsibility for the following:

- i. All operating costs as provided herein including, but not limited to, rental fees, utility and utility location costs, non-routine clean-up, police/security, and parking/traffic; and for reimbursing the University for damage to University property or facilities that might occur in connection with the Event.
  - ii. Compliance of Event activities with local, state, and federal laws, and with University policies and regulations.
- c. The Scheduling Authority may determine that the Event needs to go through an additional review process by either the SET Team or the SAFE Committee.
- d. The Scheduling Authority may deny an application or revoke the approval of an application for the use of University Facilities and Outdoor Spaces. The Scheduling Authority may consider any of the following in determining whether to approve an event:
  - i. The Responsible Party's adherence to the Approved Scheduling Protocol for the Facility or Outdoor Space.
  - ii. The expectation that the activity will conflict with a previously approved University program or Event.
  - iii. The risk of material and substantial disruption to academic, administrative, or operational functions of the University.
  - iv. A history by the Responsible Party or the entity on whose behalf the Responsible Party is working of:
    - 1. Causing material disruption with University activities, property damage, or personal injuries.
    - 2. Making material misrepresentations of Event logistics when scheduling an Event.
    - 3. Violating the CUUF policy and/or other University policies in connection with prior scheduled Events.
    - 4. Not fulfilling payment obligations to the University.
    - 5. Reserving a Facility or Outdoor Space, and not holding the Event as scheduled and not cancelling the Event in advance.
- e. If the Scheduling Authority denies an application or revokes approval for an event, the Responsible Party may appeal the decision to the CUUF Committee chairperson or designee.

#### **IV. Special Use Facilities and Special Use Outdoor Spaces**

- a. The VCIS shall review all requests for Special Use designation and submit them to the Senior Vice Chancellor and Chief Financial Officer for final approval. The VCIS shall periodically review existing Special Use designations, and may recommend their revision or revocation.



- i. Unless addressed in a University Contract for the Event, all revenue generated by an Event, whether collected in-person or online, must be deposited into a University, CSI, or University of Colorado Foundation account.
  - ii. If a Student Organization and/or University Department sponsors an outside entity, a University Contract that includes a sharing of the profits and compensation to the University for the use of the Outdoor Spaces or Facilities must be in place.
- i. University Facilities and Outdoor Spaces may not be used for commercial, personal, or private financial gain except as approved by the University.
  - i. Approval by the University requires that the Event must be scheduled and approved by the relevant Scheduling Authority.

## **VI. Events in Outdoor Spaces**

- a. Students may engage in Canvassing in Student Forums as provided in the Appendix on Canvassing. Students may hold Events in Student Forums so long as such Events comply with these Procedures, and subject to the provisions of Section IV of the CUUF Policy.
- b. The University may cancel, delay or relocate an Event as described in these Procedures in Section IX Campus Closure.
- c. In addition to all the other requirements of this policy, Events in Outdoor Spaces must comply with the following requirements:
  - i. Events scheduled after dusk or before dawn in Outdoor Spaces shall have adequate lighting in the judgment of the VCIS or designee.
  - ii. The Responsible Party shall make prior arrangements for adequate, available sanitary facilities within and/or in the vicinity of the Event before, during, and for a reasonable period of time following the conclusion of the Event.
  - iii. The Responsible Party shall provide adequate emergency medical and fire services.
- d. The following restrictions apply to outdoor amplified sound or music:
  - i. To support student success



3. Between 8 a.m. and 11 p.m. on Saturday and Sunday.
- iii. Amplified sound or music is prohibited in the restricted sound areas except as follows:
    1. If the Event is sponsored by the President or the Chancellor;
    2. If the Event occurs between 5 p.m. and 11 p.m. on Friday; or
    3. If the Event occurs between 8 a.m. and 11 p.m. on Saturday or Sunday.
  - iv. All other approved Events in an Outdoor Space may have outdoor amplified sound or music if the following conditions are satisfied:
    1. The level of sound, amplified or unamplified, from the Event does not exceed 80 decibels when measured at the perimeter of the event space.
    2. The Event does not begin before 8 a.m. or continue after 11 p.m., except for a regularly scheduled football game.
    3. The Responsible Party provides an appropriate mechanism, as determined by the SAFE Committee, to achieve compliance during the Event and to enable the University to respond to complaints.
  - v. University officials (e.g., representatives of the Chancellor, Vice Chancellors, or CUPD) have the authority to require a reduction in the noise level to bring the event into compliance with this policy. Failure to comply within a reasonable period of time may result in a termination of the Event, fines, and/or forfeiture of future use of University Facilities and Outdoor Spaces.

## **VII.**

- ii. No person or organization may leave unattended Literature in any Facility except pursuant to a license agreement with the Facilities Management.
  - iii. The University Department of Facilities Management, in consultation with the building proctor, will designate appropriate locations and protocol for the placement of unattended Literature.
  - iv. The University will dispose of Literature placed in Facilities or Outdoor Spaces in violation of this policy without notice.
- g. Dalton Trumbo Fountain Court
- i. In recognition of its namesake, free speech and civil rights advocate Dalton Trumbo, the Dalton Trumbo Fountain Court (“Fountain Court”) area provides a space for the free expression of ideas on campus by allowing for public non-commercial discussion and public expression without scheduling between the hours of 9 a.m. and 5 p.m.
  - ii. If the entire Fountain Court has been reserved or is otherwise unavailable,

- iii. Camping and activities that reasonably appear, in light of all the circumstances, that an Outdoor Space is being used for temporary living accommodation purposes such as overnight sleeping; making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping and/or erection of a tent or other shelter); making any fire for cooking; or using or preparing to use tents, motor vehicles, or other structures for sleeping and/or cooking.
- iv. Golfing.
- v. Motorized off-road vehicles (MOVs), including golf carts, gators, ATVs, and similar motorized devices other than those allowed under the *CUUF Appendix on Motorized Off-Road Vehicles including Golf Carts and ATVs*. Powered mobility devices used for locomotion by individuals with a mobility disability are exempt from this prohibition.
- vi. Skiing, sledding, tubing, or snowboarding on University property unless the activity is part of a scheduled Event. Sledding includes, but is not limited to, sliding on a tray, piece of cardboard, or any other object.
- vii. Boating, fishing, or swimming on or in any body of water on University property except for maintenance operations and use by dedicated emergency response agencies. Boating includes, but is not limited to, floating in or on any boat, canoe,

- a. The Chancellor or designee may close all or a portion of the campus, including Special Use Facilities and Outdoor Spaces, or limit access to specified areas of the campus for one or more of the following reasons:
  - i. Weather, flood, fire, or other emergencies. Applicable campus policies will control these closures.
  - ii. To prevent material or substantial disruption of the University's operations and/or activities.
  - iii. Public safety.
  - iv. Construction or maintenance project or operation.
- b. If there is a closure under this policy, no Events will be scheduled and any scheduled Event may be canceled, delayed or relocated. If only a portion of the campus is closed or has access limited to it, no Events will be scheduled for that portion of campus and any Events scheduled for that part of campus may be canceled, delayed or relocated.
- c. Anyone in an area that has been closed under this section may be cited for trespass.

## **X. Appeals**

- a. If a Responsible Party is dissatisfied with a decision under the Campus Use of University Facilities Policy or under these Procedures and has not received an explanation of the decision, the Responsible Party may request a written explanation of the basis for the decision from the decision-maker (i.e., the CUUF Committee, the SAFE Committee, the Scheduling Authority, or the building proctor). The decision-maker shall provide a written explanation for the decision within five (5) business days of receiving the request.
- b. A Responsible Party who is a student or a Student Organization may appeal a decision by the CUUF Committee, the SAFE Committee, a Scheduling Authority, or a building proctor to the Dean of Students. Any other Responsible Party may appeal such a decision to the VCIS.
- c. The appeal must be in writing and filed with the CUUF Committee chairperson within 10 days of either the decision or, where applicable, receipt of the written explanation under section X(a).
- d. The CUUF Committee chairperson shall be responsible for transmitting the appeal, along with any relevant information, to the Dean of Students or the VCIS. In the sole discretion of the administrator who will hear the appeal, the Responsible Party may give a presentation to that administrator. The review shall be *de novo*.
- e. After evaluating the appeal and relevant information, the Dean of Students or the

## **XI. CUUF Appendices**

### **A. CUUF Appendix on Canvassing**

Publicly accessible Outdoor Spaces constitute a Student Forum. Therefore:

- a. Students may engage in unscheduled Canvassing on sidewalks, and in other outdoor areas not otherwise scheduled for an Event, so long as such students maintain a 25-foot distance from building entrances and from areas scheduled for Events.
- b. Non-Affiliates who wish to engage in Canvassing must schedule their intended activity as an Event or conduct their activity in the Dalton Trumbo Fountain Court, as provided in Section VII.g of the CUUF Procedures.
- c. Students engaged in Canvassing may not use tables, displays, or any other Temporary Structure, permanent structure, or framework.
- d. The Responsible Party need not be present for the entirety of a scheduled Event that involves Canvassing as long as he or she is available during the Event at the contact number provided to the Scheduling Authority.
- e. Canvassing shall not obstruct or disrupt entrance or egress to any Facility or Outdoor Space or obstruct or disrupt the flow of pedestrian or vehicular traffic.
- f. No person engaged in Canvassing may leave Literature, fliers, samples, promotional items, coupons, or any other tangible items behind or unattended anywhere on the campus.

### **B. CUUF Appendix on Commercial Solicitation**

Commercial Solicitation is permitted only as provided elsewhere in the CUUF Procedures or in the following circumstances:

- a. UMC Table Rentals  
Non-Affiliates may rent tables in UMC Outdoor Spaces through Student Organizations in order to engage in Commercial Solicitation. Student Organizations should work with a UMC Event Planner to enter into such rental agreements.
- b. Designated Commercial Solicitation Spaces  
Non-Affiliates may apply for permission to use one of the Designated *Commercial Solicitation Spaces* through the relevant Scheduling Authority,

provided that the Non-Affiliate may not sell products or receive money in such spaces.

- c. Contractually approved Commercial Solicitation

- i. Any person or organization found to have violated the *CUUF Appendix on Chalking* may lose Chalking privileges, be subjected to disciplinary action, and/or be required to pay for the cost of removal.

#### **D. CUUF Appendix on Signs, Banners, and Fliers.**

These standards are established to protect University buildings and property from damage; to ensure the safety and security of students, employees, and visitors; to protect the visual appearance and environment of the University; and to support the University's overall brand and message.

- a. Posting of Signs, banners, fliers, sandwich-board signs, lawn signs, and other materials is not permitted except as provided in this Appendix. This Appendix does not apply to Signs held by individuals, Signs related to campus construction or public safety operations, or to permanent signage.
- b. The University allows only the Signs that comply with the standards in this Appendix.
- c. All Signs posted in an Outdoor Space or on the exterior of a Facility must be pre-approved by the CUUF Committee. In deciding whether to grant the request, the CUUF Committee may consider any of the following:
  - i. The duration, size, material, location of the posting

- ii. Banners may be used only by University Departments to promote campus events, activities, and campaigns that these same departments are sponsoring.
  - iii. Only University Departments may request permission to post a Banner on a Facility exterior or in an Outdoor Space.
  - iv. Banners will be approved for display for a specified period of time, after which they must be removed.
  - v. Installation methods must be reviewed and approved by Facilities Management prior to the installation.
  - vi. Banner appearance must be approved by Strategic Relations to ensure compliance with University branding guidelines.
- h. Free-Standing Signs
- i. “Free-



- j. Postings inside Facilities
  - i. Building proctors who permit interior postings, whether on bulletin boards or other surfaces, shall establish guidelines governing interior postings. Such guidelines shall address:
    - 1. Permissible locations for postings;
    - 2. Permissible methods for affixing postings;
    - 3. Length of time that postings are allowed;
    - 4. Groups or individuals who may post materials; and
    - 5. The categories of events and activities to which postings may relate.
  - ii. These guidelines may incorporate such criteria as affiliation with or furtherance of the University or a University Department's educational mission or cultural programming. In enforcing these guidelines, the building proctor shall not discriminate based upon viewpoint, but only upon objective criteria (e.g., nexus to the University Department).

#### **E. CUUF Appendix on Temporary Structures**

- a. A Temporary Structure must be scheduled through an Approved Scheduling Protocol and approved by the Scheduling Authority responsible for the location prior to installation.
- b. Based on the nature and location of the Temporary Structure either of the following may be required as part of the Approved Scheduling Protocol:
  - i. An on-site meeting with any or all of the following departments:
    - i. Facilities Management
    - ii. Environmental Health and Safety
    - iii. Risk Management
    - iv. CUPD
    - v. Fire, Life and Safety
    - vi. Parking and Transportation Services
    - vii. Strategic Relations
  - ii. Third-party insurance
- c. A Temporary Structure may not remain in place for longer than a period of 180 days in any consecutive 12-month period.
- d. A Temporary Structure must comply with all relevant building and safety codes, as well as applicable local, state, or federal fire-safety requirements. This includes requirements regarding placement, structural materials, means of egress, accessibility, light, ventilation, and sanitation. Documentation of conformance with these requirements shall be furnished to the fire code official upon request.
- e. Ground penetration (including, but not limited to, tent stakes, fencing, and sign posts) requires the Responsible Party to obtain utility locates by calling 811 or online at [colorado811.org](http://colorado811.org).

- f. Temporary Structures in violation of this policy may be removed and disposed of without notice.

**F. CUUF Appendix on Motorized Off-Road Vehicles including Golf Carts and ATVs**

- a. “Motorized Off-Road Vehicle” or “MOV” means a vehicle not intended for road use, including golf carts, Gators, Kubotas, ATVs, Bobcats, forklifts, and similar devices. MOV does not mean a vehicle or other device used for locomotion by individuals with a mobility disability.
- b. Only MOVs being used for the following purposes are allowed on campus:
  - i. To transport personnel or equipment for University business; pursuant to a University Contract; or as part of an Event scheduled through an Approved Scheduling Protocol.
- c. MOVs must register with Parking and Transportation Services (PTS) and display

- c. Slacklining is permitted between sunrise and sunset.
- d. To provide for the safety of the campus community, the following guidelines have been established:
  - i. Participants and spectators assume any and all risk associated with this activity. For participants, the risks include, but are not limited to, death, paralysis, and serious injury. Participants and spectators take full responsibility for following this section and best safety practices within this activity.
  - ii. All slacklines may be affixed on a temporary basis while in use, and slacklines must be removed w.uuh0.2 (nd ) JTJET Q0.2 (ne) 92 (ng i)0. T( i) 0.2 beow1

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