Information

Use of Campus Grounds

Effective

October 23, 2012

Applicability

This policy applies to activities and/or events that take place on the outdoor areas of the University of Louisville campuses and that are sponsored by university community members, including registered student organizations, faculty, staff, students, and departments.

Administrative Authority

Dean of Students and Vice President for Student Affairs and Executive Vice President for Finance and Administration

Responsible Unit

Student Activities Center and Special Programs

2100 South Floyd Street, Suite W310

Louisville, KY 40208

Phone: 502.852.6691

Email: sac-res@louisville.edu

History

This policy was revised and approved by senior leadership on July 30, 2024 and is effective August 1, 2024. This policy replaces the initial version adopted in October 2012, and all previous versions.

Revision Date(s): July 26, 2024

Reviewed Date(s): July 26, 2024

Categories

Reason for Policy:

This policy is intended to provide the university with sufficient notice of activities and events to be held on the university grounds, ensuring that the relevant community members are aware of appropriate university policies. The university can then prepare to support the activity or event, as appropriate.

Statement:

Activities and/or events that take place on University of Louisville outdoor areas of campus must be sponsored by members of the university community, which includes registered student organizations, faculty, staff, students, and/or departments. The activity or event must be registered with the director of the Student Activities Center and Special Programs (DSACSP). Non-university organizations, individuals, and third parties are governed by the university's Speech and Distribution of Literature policy and may register consistent with that policy.

Nothing in this policy is intended to impede the members of the university community in the exercise of their rights to free speech and the provisions should be interpreted consistent with the Campus Free Speech Protection Act, KRS 164.348. The generally accessible open outdoor areas of the campus are available for students and faculty to express their views. The free expression of students and faculty is not limited to particular areas of the campus.

The university may limit the number of activities/events taking place to provide the appropriate support for all activities and events. If the university becomes aware of unregistered activities/events being planned or conducted by community members, the organizers and participants may be asked to comply with the registration policy. The DSACSP or other authorized university officials, including the University of

Louisville Police Department (ULPD) and/or their designees, reserve the right to cancel, relocate, or adjust the time of an activity/event that could disrupt or interfere with normal operations of the university. Obstructing or impeding the flow of vehicular or pedestrian traffic and/or blocking ingress and egress to buildings is prohibited. Additionally, intentionally and substantially interfering with the freedom of expression of others is prohibited.

Request Requirements and Issuance of a Permit

To request use of campus grounds for an activity/event, an individual, student organization, or department must submit a completed reservation request to the DSACSP including:

- The identity of the host or sponsoring group;
- Their contact information;
- The proposed location, date, and time for the activity/event; and
- A full description of the planned equipment, props, and displays to be used.

Reservation Requests Must be Completed and Approved Prior to the Activity/Event

Permit requirements do not prohibit spontaneous outdoor assemblies or distribution of literature by students or faculty. However, when activities are promoted in advance and/or sponsored by a registered student organization or a department, a reservation request must be completed and approved. Non-university organizations, individuals, and third parties are governed by the university's Speech and Distribution of Literature policy and may register consistent with that policy.

A copy of the reservation confirmation must be available at the activity/event and presented upon request to any university official.

On the reservation request, an individual, student organization or department must submit a request for the preferred date, time, and location of its proposed activity or event. Prior notice is necessary to allow for coordination, planning, and to provide for the safety and security of the campus community. The university will review each request and will work with the requestor in an effort to identify a suitable date, time, and place for the planned activity or event.

Use of Campus Grounds Restrictions and Financial Responsibility

Even after a request has been granted, grounds use may be restricted due to weather or ground conditions. Groups or individuals should plan for an alternate, indoor location in the case of inclement weather or poor ground conditions.

Activities or events that may damage or deface university property (including, but not limited to, stapling posters to trees or taping posters to streetlamp posts) are not permitted.

Trucks, automobiles, vans, ATVs, or trailers are not permitted on lawn areas and are subject to the University's Parking Rules and Regulations. Barbeque grills, soda dispensers, and beverage containers must be located on a paved surface.

All tables, chairs, equipment, trash, and debris must be removed from the lawn area immediately following the activity/event.

The organizer and/or attendees may be responsible for the costs to repair any damage to the lawn or irrigation system (including ruts, large holes, or missing sod) caused by an activity/event.

Amplified Sound

In order to prevent disruption of class and other campus activities, amplified sound will only be allowed on the outdoor Belknap campus spaces designated below under the following provisions:

- For confirmed reservations in the SAC and contiguous surrounding outdoor areas (Red Barn, West Plaza, West Lawn, and South Plaza), amplified sound may be allowed after 10:00 a.m. until the SAC closes.
- For confirmed reservations in outdoor campus spaces beyond those denoted above, amplified sound is not allowed at any time, except with written permission from the DSACSP or their designee.

Structures

Any structures (stages, canopies, etc.) must be fully described in the registration form and will be approved only if they comply with all Metro Louisville and university requirements with respect to health code, building code, fire code, etc. Structures must be open to allow the inside area of the structure to be viewed from the outside to ensure the safety of all individuals. The location of all structures shall be approved by a member of the Physical Plant and/or Student Affairs.

Camping

Camping is not permitted on campus.* Camping includes any of the following:

- Sleeping outdoors, any time between the hours of 10:00 p.m. and 8:00 a.m., with or without camp paraphernalia.
- Setting up a tent.
- Establishing or maintaining outdoors, a temporary or permanent place, or structure for sleeping or cooking by setting up any camp paraphernalia.
- Establishing, or attempting to establish, temporary or permanent living quarters on university property other than residence halls, apartments, or other university housing.
- Sleeping in, on, or under any parked vehicle.

*Under extraordinary circumstances, such as times of natural disaster, with prior, written approval by the President or their designee, camping may be permitted.

External Vendors

Individuals, groups, or community members who wish to utilize campus grounds and who also utilize external vendors are required to adhere to the requirements outlined below.

- Any individual, group, or community member utilizing external vendors seeking to provide services and equipment such as chairs, tables, stages, amplified sound, or bounce houses for events held at the university must adhere to applicable university policies. Any equipment or accessories brought onto the premises by external vendors must meet industry standards.
- Only vendors pre-approved by the university are permitted to operate on campus grounds.
- Individual, groups, or community members should ensure that vendors provide proof of insurance to the DSACSP and comply with all safety regulations outlined by the university.
- If amplified sound is utilized, it must be consistent with this policy and bounce houses must be securely anchored to prevent accidents.
- Any deviation from these requirements will result in immediate removal from the premises and the vendor could be disqualified from future contracts with the university.

Under certain circumstances, Enterprise Risk and Insurance may review events that take place on university property and determine when and if additional insurance requirements are needed. If additional insurance requirements are needed, the individual, group, or community members will be notified through their confirmation notice provided by the Student Activities Center staff and will be responsible for ensuring that the external vendor complies and provides proof of compliance.

Certificate of Insurance Standard Requirements

- $1 million in general liability insurance is required for the event. The University of Louisville must be listed as "additional insured" and the "certificate holder address" must be University of Louisville, 2211 S. Brook Street, Louisville, KY 40208.
- A copy of the liability insurance must be submitted to the Student Activities Center (SAC-Res@louisville.edu).
- Insurance must cover all preset, event, and strike dates.

If an individual or group does not have insurance coverage for their activity/event and it will take place on a university owned facility or property, they may purchase Tenants' and Users' Liability Insurance Policy (TULIP). Contact Enterprise Risk and Insurance for information about purchasing TULIP coverage.

Compliance

The safety and well-being of our students, faculty, staff, administrators, and visitors are of paramount importance, and strict adherence to this policy is non-negotiable. Any individual, group, or community member utilizing the grounds at the university must comply with this policy and all applicable university policies and laws. Failure to abide by this policy or applicable university policies and laws, may result in the loss of privileges to utilize campus grounds and/or additional discipline in accordance with university policy, as appropriate.

Related Information:

Speech and Distribution of Literature Policy

Definitions:

Camp paraphernalia, as defined in this policy, includes, but is not limited to, tents, tarps, sleeping bags, beds and bedding, cots, mattresses, cooking or warming equipment, or any temporary outdoor shelter.

Campus is any university owned, leased, licensed or operated space, facility, property, grounds, or building.

Registered student organization means any organization that is composed of students that has met the requisite criteria to be registered and have been notified by the Office of Student Involvement that they are officially registered.

Procedures:

To request use of campus grounds for an activity/event, an individual, student organization, or department must complete and submit the Reservation Request Form to the DSACSP. The request must include:

- The identity of the host or sponsoring group;
- Their contact information;
- The proposed location, date, and time for the activity/event; and
- A full description of planned equipment, props, and displays to be used.

It is recommended that a reservation request be made within three (3) business days prior to the activity/event and the request has to be made prior to promoting the activity/event.

Responsibilities:

The director of the Student Activities Center and Special Programs (DSACSP) is responsible for providing awareness and education about this policy. Student Affairs, Physical Plant, and UPLD are responsible for enforcement of this policy.

Forms/Online Processes:

Use of Campus Grounds Activity/Event Request Form (Sign-in required)