



Policy and Regulations Governing the Use of Centrally Scheduled Classrooms

Department: Room and Course Scheduling (RCS), Office of the Registrar

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A. Overview:

1. University classrooms are non public forums, devoted and maintained for the purpose of providing higher education and are not places of public access unless they are reserved as set forth in this Policy, in which case they become limited public forums as defined below.
2. The University is committed to protecting the free speech rights of students, faculty, staff and invited guests. The purpose of this policy is to respect the dedicated educational purpose of University classrooms while making such space available for expressive activity when not otherwise in use for its dedicated purpose.
3. The University may regulate the time, place, and manner of free speech and expressive activities in order to prevent unreasonable interference or disruption of its educational, research, outreach and business functions, normal or scheduled uses of University property by the Campus Community, as well as protecting public health, safety and welfare. Commercial Activity, as defined below, is prohibited on campus except as authorized by the Sponsored Commercial Activity on University Property Policy (see: <https://policy.arizona.edu/ethics-and-conduct/campus-use-policy-interim>).

B. General Conditions of Use:

1. The following restrictions apply to all Campus Community activities on the University campus:
 - i. Activities may not be conducted in a manner that violates any federal, state or local law, including but not limited to the crimes listed in Arizona Revised Statutes, Title 13, Chapter 29, "Offenses Against Public Order."
 - ii. Activities may not be conducted in a manner or at a time or place that is either incompatible or unreasonably interferes with the educational, research, service, or other legitimate functions of the University.
 - iii. Activities may not be conducted in a manner that violates the rules, regulations, or policies of the Arizona Board of Regents or the University, including, but not limited



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to regulations set forth in this policy or other regulations that may be developed by Room and Course Scheduling (RCS) Office in accordance with this policy.

- iv. Activities may not be conducted in a manner that violates applicable fire or safety regulations.
2. Room and Course Scheduling (RCS) Office has responsibility for the administration and implementation of these regulations and for the application of reasonable time, place, and manner restrictions regarding the use of classroom space in order to: (1) protect and maintain University resources, facilities and property; and (2) promote public health, safety, and welfare in accordance with this policy. RCS staff or authorized University officials may enter such space to monitor and ensure compliance with this Policy.

C. Definitions Applicable to this Policy:

1. **"Authorized"** within this document means permitted by the Arizona Board
 - i. of Regents or the President of the University or his/her designee.
2. **"Building or Structure Manager"** is that person with authority to grant permission to use a building or other internal space or structure.
3. **"Business Day"** means Monday through Friday except for official University holidays.
4. **"Contact Person"** means that person who is designated as the sponsoring organization's or individual's representative to be contacted.
5. **"Camping"** means the use of any part of the campus for living accommodation purposes such as overnight sleeping activities, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, making a fire, using any tents or other structures for sleeping, digging or earth breaking, and/or carrying on cooking activities. Such activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants, in conducting these activities, are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. Camping does not include Official University Activities or the ordinary use of University Structures that have been wholly or in part designated as sleeping and/or eating areas.
6. **"Centrally Scheduled Classroom(s)"** means all University spaces that are scheduled by the RCS Office. You may find the list here: <https://classrooms.registrar.arizona.edu/>
7. **"Commercial Activity"** means: (a) all advertising, sales, purchases, or agreements for the sale or purchase of goods or services; (b) all giving, demonstration, or solicitation for the purchase or sale of goods or services provided by a person, group of persons, or other entity; and (c) all solicitations of gifts of money or other goods or services by a person, groups of persons, or other entity.



8. **"Dean of Students"** means the University Dean of Students or his/her designee.
9. **"Designated Public Forums:"** The University's campus contains buildings and property whose primary purpose is to provide education, research and outreach. However, the University often designates areas on a case by case basis as Designated Public Forums to allow access by the University Community
10. **"Limited Public Forum"** The University can deem a Non Public or Designated Public Forum to be a Limited Public Forum by intentionally opening such space to discussions of defined subject matters by groups when the property is not being used for its devoted purposes.
11. **"Non Public Forums"** are University buildings, structures and property (e.g., classrooms) not designated as spaces open for public communication, activities, or expression. These spaces are reserved for normal business, education, research, or other dedicated purposes unless made available to the public at the discretion of the University.
12. **"Official University Activity"** means regularly scheduled academic classes, operations, research, business, and other activities, including special events of the University as approved by the University President, Provost or Vice President for Student Affairs.
13. **"President"** means the President of the University or his/her designee.
14. **"Open Public Forums"** consist of the streets and sidewalks generally open to the public during the times the University is open. Open Public Forums do not include, among other places defined in this policy, the interiors of University Structures or Designated Public Forums.
15. **"Registrar"** means the Registrar of the University or his/her designee.
16. **"Sponsoring Organization/Individual"** means the individual or entity responsible for an activity on the University Campus. All sponsoring organizations must designate an individual who is responsible for the event, must attend the event, and who shall serve as the contact for RCS or its designee.
17. **"Student"** means any person admitted and enrolled in one or more classes at the University, including a faculty member or employee so enrolled. Graduate students who serve as assistants, associates or otherwise, and all other students employed part-time by the University, are classified as students for the purposes of this policy.
18. **"Student Organization"** means an organization composed primarily of students, which has received official University recognition as a Student Organization and is in good standing according to University policies and procedural regulations administered through the Associated Students of the University of Arizona (ASUA) or similar University Unit.
19. **"Temporary Structure"** means any display, apparatus, object, tent, canopy, fence, wall, enclosure or other structure that is not permanently affixed or which is not otherwise designed or intended for permanent placement on University property.



20. **"University"** means the Arizona Board of Regents on behalf of the University of Arizona, including University Units, and University employees or agents delegated with the authority to act on its behalf and on behalf of University Units.
21. **"University Community"** means all University employees, Students, invited guests and members of the public present on the University Campus for legitimate and lawful purposes.
22. **The term "University Property" and "University Campus"** mean all land, buildings and other facilities owned, operated or controlled by the University, except that this policy does not apply to property that the University owns but over which it has legally relinquished its power of operation or control to a third-party.
23. **"University Unit"** means any academic or non-academic department or division of the University or any other official entity of the University.

D. Distribution of Literature:

1. The passing of petitions, distribution of written information, carrying of placards and picketing are not permitted in Classrooms or Non Public Forums or within Designated Public Forums or Limited Public Forums unless such materials are within the scope of the designated subject matters or topics in such forums. In no event may such activities: (a) block University Structure entrances or exits; (b) disrupt normal University business; or (c) violate applicable fire or safety codes.

E. Posting of Signs, Banners and Other Materials:

1. Signs, banners, and other materials may not be affixed to the interior or exterior of any other University Structure without permission from the particular Building or Structure Manager, or other person with authority to grant such permission. Signs, banners, and other material may not be affixed to any plant, statue, sign, lamp post, stairs or other inanimate object on campus without the permission of RCS.



F. Temporary Structures:

1. Structures other than University Structures may only be placed in Classrooms subject to the following regulations:
 - i. Persons or entities intending to use Temporary Structures must list such structures on the *Event Form* and receive approval from RCS and University Risk Management prior to erecting any structure.
 - ii. Temporary Structures may be placed and remain in the centrally scheduled room during the approved reservation time by RCS, but must be taken down and removed before the end of the reservation time. By the end of the reservation time the contact person shall take responsibility to remove all personal effects, debris, trash, and return the classroom to its original condition.
 - iii. Responsibility: The Contact Person on behalf of a Sponsoring Organization/Individual shall take responsibility for the Temporary Structure, including its proposed location and design, as well as its maintenance and insurance against property damage during the entire time it is left in place. Submission of an event form for a centrally scheduled classroom by the Sponsoring Organization/Individual or Contact Person is an agreement that that person will be responsible to remove the Temporary Structure before the end time of the approved reservation; to abide by this policy and any other agreed upon terms for the erection of the Temporary Structure; to pay for injuries to persons or property caused by the Temporary Structure; and to assume the risk for any injury to the property or persons of the Sponsoring Organization/Individual, or members thereof. Such responsibility and assumption of risk, as well as insurance and/or indemnification, will be evidenced by the Contact Person's initials on the Event Form.
 - iv. Safety and Compatibility: The Temporary Structure and its intended uses may not constitute an unreasonable safety hazard; shall not block or impede entry to the classroom; shall not interfere with normal pedestrian traffic, or block emergency access; shall not inflict unreasonable damage to classroom, technology, and/or persons and animals located inside or directly outside the classroom at the time of the event; and shall not be incompatible with the normal activity of a particular place at a particular time. Temporary Structures must also comply with the Security requirements set forth in Section G 1.(2).
 - v. Insurance and Indemnification: To address foreseeable risks, hazards and dangers to public health or safety posed by a proposed activity, including the use or erection of structures, displays, or other materials on the University Campus, the University reserves the right to require expressive activity sponsors to provide either insurance OR indemnification, and commercial activity sponsors to provide both insurance AND indemnification, each sufficient to protect the University, its Community, and members of the public from property damage, death and personal injury.

G. Nighttime Use:

In furtherance of the educational, research, service, and other legitimate functions of the University, and in order to protect public health and safety, no centrally scheduled classroom is



available for organized activities after 10:00 p.m. and before 7:00 a.m., except for Official University Activities or Authorized activities as approved by Room and Course Scheduling.

H. Camping:

Camping is not allowed on University property.

I. Sound Amplification:

1. Sound amplification will be permitted as follows:
 - i. No sound amplification is permitted before 7:00 p.m. Monday-Thursday except when authorized for Official University Activities by Room and Course Scheduling (RCS).
 - ii. Amplified sound is restricted to prevent unreasonable interference with or disruption to normal Campus activities, and in no event shall it exceed 85 db at the source.
2. If you need additional technology that is not contained in the classroom, please contact Classroom Technology Services.
3. Any Sponsoring Organization/Individual using privately owned musical sound systems must clarify with Facilities Management their wattage and power amperage needs.

J. Partisan Endorsement:

The University Campus may not be used in any manner that would identify or involve the University, itself, as endorsing or sponsoring a partisan, political, sectarian, or religious position, or candidate for political office.

K. Building Common Area Scheduling and Classroom Maintenance

1. **Areas Outside Classrooms:** To reserve hallways, brezeways, lobbies, atrium, or other common areas please contact the building manager.
2. **Classroom Maintenance**
 - a. Use of Centrally Scheduled Classrooms: Please note classrooms may only be used if officially reserved through RCS. Groups or individuals who use classroom space without an official reservation may be removed. . Depending on the severity of the unauthorized use, the sponsoring organization or individual may lose privileges for classroom use for a period of time deemed appropriate by the RCS and may be referred to the Dean of Students Office or the University of Arizona Police Department.



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- b. Responsibility: It is understood that users of a Centrally Scheduled Classroom will take full responsibility for injury to any person or damage to property caused by the such users, and assume the risk for any injury to persons or damage to any property, person(s), or animal(s) located in the classroom at the time of the event.
- c. Clean-Up: The Sponsoring Organization/Individual will be responsible for cleaning the activity area of debris and trash on a daily basis, and will be responsible for the dismantling and removing of any tables, chairs, or structures used for the activities. . RCS will bill any Sponsoring Organizaton/Individual for failure to properly clean up after their Activity.
- d. Equipment: All equipment used must be approved by Room and Course Scheduling. Additional equipment use must be approved by the over seeing party, i.e. Facilities Mangement, Classroom Technology Services, etc...
- e. Payment:
 - a. Any Sponsoring Organization/Individual must pay for their University supplied space, equipment, and services three business days prior to the scheduled event Payment by such Sponsoring Organization/Individual shall be submitted to the Room and Couse Scheduling and any other contracted University service. Failuer to make a timely payment will result in cancelation of space, equipment and service usage.
 - b. University Units may use rooms free of charge for events for which no money changes hands. For events where admission is charged, donations are accepted, or goods/services are sold or raffled, the department will be responsible for paying the appropriate room rental fee (organization dues or acceptance of non-monetary goods does not count as acceptance of money). Organizations must designate "Yes" under the "Fee" section on the Event Request Form in these cases.
 - c. Student Organizations may reserve two small classrooms (50 seats or fewer, max one room per day) **or** one large classroom (51-100 seats) **or** one auditorium (101 or more seats) per week with a four-hour maximum time limit per room without charge. Additional rooms, or reservations exceeding the four-hour maximum, are subject to room rental fees, or events where admission is charged, donations are accepted, goods/services are sold or raffled, the organization will be responsible for paying the appropriate room rental fee (organization dues or acceptance of non-monetary goods does not count as acceptance of money) Organizations must



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designate "Yes" under the "Fee" section on the Event Request Form in these cases.

- f. Security: Room and Course Scheduling (RCS) Office, after consultation with the Chief of the University of Arizona Police Department and University Department of Safety & Risk Management, may require that adequate security measures be taken to provide protection for persons seeking attendance, persons in attendance at an event, Temporary Structures, and/or for the University property involved.

Where a proposed event presents a concern for the health or safety of the attendees, the University Community, or the public, or potential damage to University property or facilities, the University may require the event sponsor to pay security costs adequate for the protection of those who may attend the event and the University property involved. In determining whether such a requirement is imposed, Room and Course Scheduling (RCS) Office and the University of Arizona Police Department will consider objective criteria, including but not limited to the following: (1) the number of anticipated attendees, (2) whether the proposed event involves an activity or structure that poses an inherent risk of injury or property damage, (3) whether the sponsor intends to charge admission to the event; and (4) any prior incidents of injury or property damage during similar events at the University or other institutions.

Room and Course Scheduling (RCS) Office or official University designee will advise the contact person of the Sponsoring Organization/Individual about necessary security arrangements, including the use of monitors and other aspects of crowd control. It is the responsibility of the Sponsoring Organization/Individual to work with the University of Arizona Police Department to make necessary arrangements for the deployment of University police, or other appropriate authority, if additional security is required.

- g. Insurance and Indemnification: To address foreseeable risks, hazards and dangers to public health or safety posed by an activity, or the use or erection of displays or other materials on the University campus, the University reserves the right to require expressive activity sponsors to provide either insurance OR indemnification, and commercial activity sponsors to provide both insurance AND indemnification, each sufficient to protect the University, its Community, and the public from property damage, death, or personal injury. A current copy of the insurance and indemnification paper work must be submitted to the Office of Risk Management and Safety. .
- h. Structures: Use of structures in Centrally Scheduled Classrooms and other Designated Public Areas is governed by Section G. above.



- i. Sound Amplification: Use of sound amplification is governed by Section J. above.
- j. Commercial Activity: Commercial activity is generally prohibited on University Property, except as permitted by the University Business Practices Guidelines Policy on Sponsored Commercial Activity on University Property (<https://policy.arizona.edu/ethics-and-conduct/campus-use-policy-interim>).

L. Fireworks Prohibited:

Fireworks, as defined by Arizona Revised Statutes, Title 36, Chapter 13, Article 1, "Fireworks," including "consumer firework" and "permissible consumer firework," are prohibited on University Property unless expressly authorized by University officials with actual authority to provide such authorization and related to a University Authorized Activity.

M. Cooking:

Propane grills or electric cooking/heating appliances are the only cooking devices allowed on campus, unless otherwise prohibited under this policy or as a Camping activity. Wood, charcoal, Coleman fuel and other fuels are not allowed. Any requests for other types of cooking devices must be approved by the Campus Use Policy Committee and Risk Management Services.

N. Smoking and Tobacco Policy:

The University prohibits the use of products that contain tobacco or nicotine, including cigarettes, cigars, pipes, bidis, kreteks, hookahs, water pipes, and all forms of smokeless tobacco. Littering campus with remains of tobacco or smoking-related products also is prohibited. All University employees, students, visitors, guests and contractors are required to comply with this policy. Organizers of public events, such as conferences, meetings, public lectures, social events, and cultural events using campus facilities will be mindful of this Policy and encourage compliance. University students, faculty, staff and guests who encounter someone who is violating this Policy are encouraged to respectfully inform that individual about the Policy and encourage compliance.

O. Interpretations, Amendment and Effect of Certain Findings:

Room and Course Scheduling may make insubstantial changes to the wording of this document when such changes are required for clarity and do not affect the substance of the document. If one or more provisions of this document are declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. Room and Course Scheduling shall have the sole and final authority to interpret these policies and regulations and their interpretations shall be binding.

P. Campus Use Committee:



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The Campus Use Committee annually reviews guidelines for the use of campus areas and assists RCS in event approval as needed. The Campus Use Committee is composed of the Dean of Students Office who serves as chair and includes representatives from the Arizona Student Unions, University of Arizona BookStores, Facilities Management, Risk Management and Safety, Parking and Transportation, Intercollegiate Athletics, University of Arizona Police Department, Campus Recreation, Residence Life, External Relations and the University Activities Board; a faculty representative; Campus Use /Commercial Activity Coordinator; an ASUA member, a GPSC member and a student organization president.

Q. Enforcement:

The Policy and Regulations Governing the Use of Centrally Scheduled Classrooms will be enforced by Room and Course Scheduling, the Dean of Students, Risk Management and Safety, and the University of Arizona Police Department.

R. Violations:

1. Any Sponsoring Organization/Department/Individual who violates any of the provisions of this policy may be denied approval of future requests for permission to use University Property for activities that require such permission, or may be otherwise restricted in their use of University Property.
2. Any Sponsoring Organization/Individual whose violations of the provisions of this policy also constitute violations of other policies, rules, or regulations published by The University of Arizona or the Board of Regents will be subject to all applicable sanctions for violations of those other policies, rules, or regulations including but not limited to the Student Code of Conduct and policies relating to University employees.
3. Any Sponsoring Organization/Individual whose violations of the provisions of this policy also constitute violations of federal, state, or local law will be subject to all applicable sanctions including criminal arrest, prosecution and/or civil penalties for violations of such laws.
4. Any Sponsoring Organization/Individual whose violations of the provisions of this policy cause excessive damage to centrally scheduled classrooms will be liable to pay for cleaning, equipment, furniture, or etc. as deemed appropriate by Room and Course Scheduling.

Political Activity Policy Fact Sheet:

<https://policy.arizona.edu/sites/default/files/Political-Activity-Fact-Sheet.pdf>

Student Code of Conduct:

<http://deanofstudents.arizona.edu>

Sponsored Commercial Activity on University Property:

<https://policy.arizona.edu/ethics-and-conduct/campus-use-policy-interim>



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Smoking and Tobacco Policy:

<http://policy.arizona.edu/ethics-and-conduct/smoking-and-tobacco-policy>