

Facilities Use Policy

Summary/Purpose: This Policy governs the use of facilities and grounds of the University of Mississippi (the University) and implements relevant policies of the University's governing board, The Mississippi Board of Trustees for State Institutions of Higher Learning ("IHL").

I. GENERAL POLICY.

IHL Policy 1105.01 states that "[a]ll real property on the campus of any institution of higher learning" including "all campus grounds, buildings, facilities, stadiums or other improvements" is dedicated for "the specific purpose of furthering the educational, research, and/or service missions of the institution. Accordingly, access to institutional property is limited to those persons with the specific and exclusive purpose of furthering the institutions' missions." The same IHL policy also requires all persons on University property to abide by all applicable laws and regulations as well as IHL and University policies. IHL Policy 1105.01 authorizes the University to "deny or condition entrance onto or into [University] Property or remove from the same, any person whose presence interferes with or does not advance the [University's] mission[] or any person who violates or refuses to comply" with applicable law or policy.

IHL Board Policy 912 states: "In general, it shall be the policy of the institutions not to make available the real property, facilities and other facilities of the institutions to outside organizations. Exceptions to this policy may be approved by the Institutional Executive Officer." Accordingly, the University does not ordinarily make University Facilities available to individuals or organizations that are not a part of or otherwise affiliated with the University.

This policy seeks to implement the IHL policies referenced above.

II. DEFINITIONS.

- A. "Event and Meeting Venue" means a University Facility that has been approved for use by External Users by complying with the requirements of this policy, including the adoption of a facility use agreement and facility use policy approved through the process defined by this policy.
- B. "External User" means any individual, organization, entity or group that is not a University User or Student Organization User.

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- C. “Student Organization User” means an active student organization recognized by the University through the process managed by the Office of the Dean of Students.
- D. “University Facility” means any building, improvement, stadium, venue, or facility; any room, office, laboratory or common area within any building, improvement, stadium, venue or facility; and any outdoor facility, courtyard, plaza, athletics or other field, garden, land, or property owned, leased, or under the control of the University.
- E. “University User” means any University department, unit, standing committee, employee (when acting as an employee of the University) or affiliated entity. In the context of University facilities which are dedicated to student use (e.g., student housing, study rooms, student recreation facilities, etc...), students are also considered a University User.

III. UNIVERSITY MAY LIMIT ACCESS TO UNIVERSITY FACILITIES, INCLUDING UNIVERSITY COMMON AREAS.

Most University facilities are dedicated to the exclusive and particular use of a University department or unit for a particular University purpose, as assigned from time-to-time by the University. On most occasions, the University does not restrict public access to common areas of the University, such as streets and drives and outdoor recreational and other spaces. Nevertheless, the University reserves the right to restrict or limit access to the University’s campus and to any University Facility, including common areas. The University also reserves the right to deny or condition entrance into or onto any University Facility (including common areas) and reserves the right to remove any person whose presence interferes with or does not advance the University’s mission or any person who violates or refuses to comply with any applicable law, regulation, rule or policy.

To ensure personal safety, to protect University property, and to ensure order, the University reserves the right to prohibit the wearing of masks, personal disguises and other means of concealing one’s identity and to prohibit the possession of weapons, props, torches, open flames, items that may be used as weapons, and protective gear on the University campus and/or at University events.

IV. DESIGNATION OF UNIVERSITY FACILITY AS EVENT OR MEETING VENUE AVAILABLE FOR EXTERNAL OR STUDENT ORGANIZATION USE.

If a University department or unit exercising control over a particular University Facility wishes to designate a University Facility as an Event or Meeting Venue for reservation and use by External Users, the University department must submit a facility use agreement, facility reservation form (if any), and a facility use policy for the proposed Event or Meeting Venue for approval by the Vice Chancellor for Administration and Finance and for approval by the General Counsel of the University. Any request for approval should include the following information:

- A. A floorplan for the proposed Event and Meeting Venue that includes dimensions, ingress and egress, and the venue's capacity under any applicable fire or safety codes;
- B. Any limitations on types of uses proposed for the Event and Meeting Venue (e.g., athletics competitions, recitals, meetings, receptions, concerts, weddings, etc....);
- C. Proposed usage fees along with information about fees charged by similar venues in the local area;
- D. Any proposed insurance requirements for External Users or Student Organization Users;
- E. Any proposed security requirements and how those requirements are determined;
- F. Any proposed fees for related services, including but not limited to fees for security, cleaning, sound/AV support, etc....;
- G. Any proposed requirements related to or limitations on food or beverage service;
- H. How University Users, External Users, and Student Organization Users may reserve the Event and Meeting Venue and how priority for competing uses would be determined or resolved;
- I. Any proposed limitations on modifications to the facility or policies regarding decorations.
- J. Any distinctions or differences in any facility use policy or agreement based upon whether the user is an External Users, University User or Student Organization User.

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If the facility use agreement, the facility reservation form (if any), and the facility use policy for the proposed Event and Meeting Venue have been approved by the Vice Chancellor for Administration and Finance and by the University General Counsel, then by operation of this policy, the Chancellor has approved use by External Users consistent with the terms of the approved facility use agreement and the approved facility use policy.

If a University Facility has not been approved as an Event and Meeting Venue under this policy, then External Users may not reserve or use a University Facility without the expressed, written approval of the Chancellor for each such use.

V. APPLICATION OF OTHER POLICIES, RULES AND LAWS.

The use and enjoyment of any University Facility, including common areas generally accessible by visitors and the public and any Event and Meeting Venue, are subject to all rules, regulations, policies of the University and the IHL and all federal, state and local laws and regulations.