

TYKESON HALL (TH) SCHEDULING PROCEDURES AND POLICIES

I. POLICIES:

1. The University of Oregon is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request a disability accommodation, students should contact aec@uoregon.edu. Faculty and staff should contact UO's ADA coordinator at (541) 346-3159 or via workplaceada@uoregon.edu.
2. Animals: Animals are not permitted in UO buildings with the following exceptions:
 - Service animals as defined by state law and the Americans with Disabilities Act; or assistance animals as defined by state law and the Fair Housing Act, as required by law
 - Working dogs associated with UOPD or any other local, state or federal first responder or emergency agency
 - Animals as part of a confirmed event with special approval as per the UO Animal Control Policy.
3. Conduct:
 - Sanctions may be instituted against any person engaging in conduct defined by the UO as proscribed. Definitions of proscribed conduct can be found [here](#)
 - The Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the UO. The UO may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the UO or a UO community member. More information about the Student Conduct Code can be found [here](#)
 - Individuals can be removed from the facility due to disruptive behavior as defined in the Student Code of Conduct and/or the UO Standards of Ethical Conduct. This includes conduct that threatens the health or safety of any person on University property or at official University functions or other disruptive activity incompatible with the orderly operation of the campus. Individuals can also be removed for obstructing the free flow of traffic, using unauthorized sound amplification, or failure to comply with other University rules, including the Campus Visitor Policy
 - Campus visitors are also subject to University regulations. For more information about the Campus Visitors Policy, see this [link](#).
4. Firearms: The University of Oregon restricts the possession of firearms on or in University-owned or controlled property. Please see UO policy [IV.05.05](#) for additional information concerning firearms.
5. Free and open inquiry:

- The University of Oregon values and supports the free and open inquiry of all members of the UO community: faculty, staff, students, and visitors. For more information about this, see UO policy [here](#)
 - As a public university, the UO is prohibited from using its resources to campaign for or against any declared candidate for office or ballot measure that has qualified for the ballot. To the extent we allow any unaffiliated users to use our space, however, we may allow for campaign activities, provided we make space available on the same basis and at the same cost as we would for any other unaffiliated user and provided we treat all candidates and advocacy groups equally. Any questions concerning allowable uses should be referred to the Office of the General Counsel at (541)346-6802. See: <https://generalcounsel.uoregon.edu/workplace-campaigning> for additional information.
6. Property: TH will not be responsible for any lost, stolen, or damaged property belonging to visitors to the building.
 7. Photography: Photography and filming by building occupants is permitted without prior approval, provided that it does not interfere with the course of normal building operations and provided appropriate consent has been secured from those being recorded. Event organizers filming inside the reserved space for their own personal use is permitted without prior approval. CAS Dean's Office staff reserve the right to dictate the locations where filming is permitted to avoid interference with the course of normal building operations.
 8. Sound: Between the hours of 7am and 6pm, Monday through Friday, or during any extended hours of operation, operating any device designed for sound production, amplification, or reproduction (this is understood to include any musical instrument), without prior approval from the UO Scheduling and Event Services Director, on public property or on a public right-of-way so as to be plainly audible 50 feet or more from such device, is prohibited. "Plainly audible" means that the listener clearly can hear the content of the sound produced by the noise source. Sounds which may be clearly audible include, but are not limited to, musical rhythms, spoken words, and vocal sounds. All decisions about noise disturbances are content neutral.
 9. Soliciting: Soliciting, stopping or blocking traffic in the building or at any of the entrances to the building to campaign or sell items is not allowed.
 10. Tobacco: The use of tobacco, smokeless tobacco, or unregulated nicotine products (i.e. "e-cigarettes") is strictly prohibited in indoor and outdoor spaces owned or leased by University of Oregon. The University of Oregon also seeks to prevent the abuse of alcohol and illegal drugs. For more information, see <https://dos.uoregon.edu/aod>.
 11. Transportation: Parking, riding, or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards or scooters will not be permitted indoors at any time.
 12. Use of Space: The use of space for living accommodation purposes such as sleeping activities, making preparations to sleep (including the laying down of bedding for the

purpose of sleeping), or storing personal belongings is prohibited. Any such activity may result in loss of facility usage privileges. Individual stay is also limited to building hours of operation, unless express authorization has been given and processed via the CAS Dean's Office. Unauthorized stays will result in loss of building use privileges.

II. MAINTENANCE:

1. Building occupants are solely responsible for scheduling conference rooms within their units. Conference room contacts are:

50P: Career Center (Kate Werdebaugh, 6-6011, kate@uoregon.edu or Ixchel Verdugo, 6-3235, ixchel@uoregon.edu)

401A: Diversity, Equity and Inclusion (Samantha Zysett, 6-9170, szysett@uoregon.edu)

401J: Diversity, Equity and Inclusion (Samantha Zysett, 6-9170, szysett@uoregon.edu)

453: CAS Dean's office (Kim Larsen, 6-8872, klarsen7@uoregon.edu)

460: CAS Dean's office (Kim Larsen, 6-8872, klarsen7@uoregon.edu)

2. Classroom space:
 - The Registrar's Office has priority in booking all classroom spaces during Tykeson Hall's hours of operation (7am-6pm), with three exceptions: departmental classrooms 260 (Math) and 360 (English/Composition) and CAS-controlled seminar room 202
 - Classes, registration, and other department-sponsored uses take priority over all other uses of facilities. The University is an educational institution, and as such, all users of University facilities are expected to respect the institution's priorities
 - Classroom spaces are booked as-is. The furniture configuration of the room must be left as it was found. If items are left in the room, or if furniture is in disarray following the event, additional labor charges may be applied.
3. Damage: All groups using TH for meetings/events are responsible for the proper use of the facility, furnishings, and equipment. Any willful and careless damage to any property of TH will be billed to the unit responsible.
4. Posting materials: No materials may be posted in non-departmentally assigned areas. Signs may be hung in departmentally allocated spaces in approved areas, e.g. the fabric boards behind the reception desks on the first and second floor, on the white board adjacent to monitors, on the countertops under the monitors, and on bulletin boards installed in units. Nothing can be taped to columns, glass, or drywall. The posting of printed material must adhere to the same criteria as room reservations (e.g. be related to CAS, DEI, UCC, or UESS programs, or be published by a student organization). Units are responsible for approving and maintaining the materials posted on their floors.
5. Chalking: Chalking is allowed only by student organizations, with removable chalk on exterior horizontal surfaces that are exposed to the rain and not within 30 feet of any campus building. Chalking that does not satisfy these requirements is subject to immediate removal.

6. Event Set-up and Decoration: Hand-out materials may not be left on public furniture, taped to doors or walls, or left in public spaces outside the event space or venue, including the Lawn. Unless specifically approved in advance, the following items are prohibited in scheduled spaces:
 - Helium balloons
 - Glitter
 - Confetti
 - Smoke machines
 - Candles (or open flames or any flame producing devices) for events in any UO building, excepting approved wick-fuel/gel pan heating.
7. Overnight camping on the lawn or storage of materials is not allowed.

III. SCHEDULING AND EVENT PLANNING:

1. Available spaces: Spaces that can be reserved in Tykeson include:
 - General pool classrooms, when those are not scheduled by the Registrar
 - the James Commons
 - the terrace and west lawn on the first floor
 - the Slape Terrace after 4 pm and with at least two weeks' advance notification to Math and Writing.
2. Eligible units: Spaces can be reserved in Tykeson Hall by the College of Arts and Sciences, the Division of Equity and Inclusion, the Division of Undergraduate Education and Student Success, the University Career Center, and these units' direct reports for events that meet the following criteria:
 - Proposed event helps students with planning, scheduling, time management, and other academic skills-building
 - Proposed event builds students' sense of belonging through curricular or co-curricular activities
 - Proposed event aids students in becoming career-ready and prepared to transition into workplaces
 - Event supports faculty and staff in creating student success related events and initiatives.

Spaces also can be reserved by UO Advancement and CAS Development for fundraising efforts related to student success.

3. Hours of operation: Events can be scheduled only between the hours of 7am and 6pm, except with prior approval from the CAS Deans' Office. Costs for security and clean-up must be covered by the unit hosting the event. See II.1 for a list of available spaces.

4. Catering: [UO Catering](#) (541-346-4303) is granted the exclusive right to operate and provide daily and catered food services to Tykeson Hall.
5. Alcohol: All alcohol service must be approved by UO in the form of a completed and signed [Request for Permission to Serve Alcoholic Beverages Form](#).
6. Closure: In the event of unforeseen closure of the University for inclement weather, security emergencies or other reasons, the University reserves the right to cancel events scheduled during such period. In the event of an unforeseen closure, the Client will have the option to either reschedule the event to a later date or cancel the date. All other costs associated with the event, including UO support services (UOPD, Parking and Transportation, UO Catering, etc.) and third-party external vendor rentals are the sole responsibility of the Client. Facilities are subject to the [UO Policy on the Closure of Facilities and Operations](#).
7. Scheduling: Events must be scheduled at least two weeks in advance of the date of the event. Scheduling requests with less than four weeks' notice may be difficult to accommodate. Scheduling for the Slape Terrace requires prior approval from Math and Composition.
8. Tabling: Tabling at the 13th Street entrance, or inside the building off the West Lawn entrance (between the columns to the left as you enter and/or parallel to those columns) is available Monday-Friday, 9:00am-5:00pm and requires a reservation and confirmation as per #10 below. Tabling is permitted per the following procedures:
 - Tabling is permitted only by building occupants (CAS, DEI, UESS, and UCC) and approved ASUO student organizations
 - All table users must be set up within their assigned space
 - Tabling may not be booked to provide any service that violates existing UO services contracts (i.e. selling prepared foods, book sales, etc.)
 - No operating any device designed for sound production, amplification, or reproduction (this is understood to include any musical instrument) is allowed
 - No unpackaged food is allowed
 - Groups not staffing their table may forfeit their table reservation privileges.

Risk Assessment: Some events may be considered higher risk than others and may require a security and safety meeting or risk assessment. Events that meet one of the follow criteria, as determined by CAS, require a meeting with Safety and Risk Services and UOPD: attendees are expected to exceed 100 people; there is likelihood of violence or civil unrest; the complexity of the event requires the involvement of multiple campus administrative partners; or unique events that require additional risk assessment and action to protect the health and safety of the campus community. Security and safety meetings are held, or a risk assessment is conducted, to determine whether the nature and scope of an event is likely to require the presence of UO Police Department (UOPD), the presence of UO Fire Marshal, or other public safety measures and/or plans. Security meetings will typically involve the unit's building contact, the event organizer, a representative from CAS, and representatives from UOPD and Safety and Risk Services. Together, they can help coordinate this assessment and develop a safety protocol for the event.

9. Contact: To reserve space in the building, please contact the [CAS Deans Office](#).

Anyone seeking to challenge the application of these Procedures and Practices may appeal in writing within 10 calendar days of the decision to the CAS Dean's Office. The appeal should specify the Procedure or Practice challenged, and the requested resolution.

FOR ADDITIONAL CAS SCHEDULING AND SPACE PROCEDURES, PLEASE SEE <https://provost.uoregon.edu/cas-scheduling-and-space-procedures>.