



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.02: Use of University Grounds, Facilities, and Amplification Equipment

DATE: August 29, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the approval process for the use of university grounds, facilities, and amplification equipment for faculty, staff, academic, and administrative departments. The *Student Handbook* governs use of space, facilities, and amplification equipment by students and student organizations.

REVIEW: This OP will be reviewed in July of each year by the provost and senior vice president (PSVP) and the vice president for administration and finance/CFO.

POLICY/PROCEDURE

1. General Policy

With the exception of free expression activities as outlined herein, the following policies shall apply to the use of university grounds and facilities.

a. Prioritization

Texas Tech University space and facilities are available according to the following priorities:

- (1) Regular institutional programs;
- (2) Programs sponsored and conducted by the TTU system and/or a component institution's academic and administrative departments or organizations that are affiliated with such departments; and
- (3) Activities that have as their purpose service or benefit to the TTU system community and that are sponsored by registered student organizations, or individual faculty, students, and employees.

b. Non-registered Student Groups or Off-campus Groups or Organizations

Except as specifically provided herein, Texas Tech University space and facilities are not available for use by non-registered student groups or off-campus groups or organizations.

2. Implementation

a. Attendance by Off-campus Groups at Sponsored Events

Off-campus persons may attend public functions on Texas Tech University property that are sponsored by or affiliated with a Texas Tech University department or registered student organization. There may be a charge for attendance at some functions.

b. Off-campus Group Guidelines

A department or registered student organization may not gain permission to use space or facilities on campus and then permit the space or facilities to be utilized by any other person, organization, or off-campus group. The penalty for violation of this provision may include forfeiture of the privilege of using Texas Tech University space or facilities for a period not to exceed one year.

c. Non-profit Organizations

Office space and other assistance including, but not limited to, utilities, telephone service, custodial service, maintenance, and use of Texas Tech services may be provided to non-profit organizations that exist for the purpose of supporting the educational undertaking of Texas Tech, and thereby serve a public purpose, and where the provision of this assistance is not otherwise prohibited by law. Organizations authorized for this support include, but may not be limited to:

- (1) Museum of Texas Tech University Association;
- (2) Ranching Heritage Association;
- (3) Texas Tech Alumni Association;
- (4) Texas Tech Parents Association;
- (5) Texas Tech Foundation;
- (6) Texas Tech University Federal Credit Union; and
- (7) Texas Tech Physicians Association.

d. Department of Athletics Facilities

Jones AT&T Stadium, Dan Law Field, R.P. Fuller Track, John Walker Soccer Complex, McLeod Tennis Center, Rocky Johnson Field, and other facilities under the control of the Department of Athletics are available for the following uses:

- (1) Department of Athletics events;
- (2) TTU band and spirit activities;
- (3) High School Band Day;
- (4) Texas high school all-star football games;
- (5) High school playoff games; and

(6) Intramural playoffs between leagues.

e. Expenses Incurred

Responsibility for expenses incurred for cleaning, provision for security officers, and any other expenses will be mutually determined by the director of Intercollegiate Athletics and the activity proposing to use the facility.

f. Approved Use

The director of Intercollegiate Athletics is responsible for determining whether use of the athletics facilities falls within the scope of the above policy.

3. Reservation Requirements

With the exception of free expression activities as outlined herein, reservations must be made for the use of certain space and facilities under the control of the university. This requirement applies to all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks). Requests for reservations will be granted according to the priorities of the designated area.

Requests to use university academic buildings should be made through Academic Support and Facilities Resources (<http://www.depts.ttu.edu/asfr/>). Requestors who wish to use facilities under the direction of the vice president for administration and finance/CFO (e.g., Student Union, residence halls, Recreation Center, United Spirit Arena, International Cultural Center, etc.) should apply directly to the facility director/manager.

Requests to use university grounds (any university property outside of the buildings) should be submitted on the proper forms to the Outdoor Events Coordinating Committee via Student Union & Activities at <http://www.sub.ttu.edu>. See attachment for the request form.

University departments and/or registered student organizations co-sponsoring activities and events with an outside agency must schedule a meeting with the Outdoor Events Coordinating Committee and all co-sponsors prior to approval. The application should be submitted to Student Union & Activities.

The university reserves the right to refuse to honor contracts or agreements signed or pledged by departments, organizations, groups, or individuals for the use of university properties if the correct procedures for reserving such properties have not been followed. Without written permission from the Outdoor Events Coordinating Committee, departments, organizations, groups, or individuals may not contractually agree to rent, lease, or make available space inside any university facility if the planned event also takes place on university grounds.

If a special event will be taking place and food not provided by the university will be served, Environmental Health and Safety must be contacted to apply for a temporary food permit. There are guidelines and requirements one must follow in order to receive this permit. Contact Environmental Health and Safety at (806) 742-3876 with any questions.

Requests for grounds use will be reviewed by the Outdoor Events Coordinating Committee, which is comprised of representatives from Academic Support and Facilities Resources; Texas Tech Police; Grounds Maintenance; Athletics; Recreational Sports; University Parking Services;

Student Union & Activities; Office of Contracting; Environmental Health and Safety; TTUS Office of Risk Management; Hospitality Services; University Student Housing; Texas Tech Alumni Association; and any other department deemed appropriate by the PSVP, vice president for administration and finance/CFO, and/or the Outdoor Events Coordinating Committee.

The task of the Outdoor Events Coordinating Committee is to research requests, determine if the use of the facilities is in accordance with university policy, and coordinate campus resources required for the requested activity. The Outdoor Events Coordinating Committee will use whatever resources are necessary to ensure that the use of the space is consistent with the mission of the university. All requests should be submitted on a *Grounds Use/Solicitation Request* form, which can be found online at <http://www.sub.ttu.edu>. The applicant must sign all requests. Registered student organizations' applications must be signed by the applicant **and** by their faculty/staff advisor or department head.

Student Union & Activities, Academic Support and Facilities Resources, and the facilities manager/director of a specific building reserve the right to approve administratively, deny, or cancel grounds use requests for their respective areas of responsibility through consultation with various university departments or offices.

4. Procedures and Priorities for Designated Facilities

a. Student Union

Priority for use of space in the Student Union is given to programs and activities that are conducted by the various departments within the Office of the Vice President for Administration and Finance/CFO. Secondary priority is given to registered student organizations and university departments. Requests for the use of the Student Union must be made in the Student Union & Activities Office room 203.

b. Academic Buildings

Space in academic facilities must be reserved through the Office of Academic Support and Facilities Resources (<http://www.depts.ttu.edu/asfr/>). See OP 61.23.

c. Residence Halls

Regularly enrolled students who live in the residence halls and participate in the residence hall governments have first priority for all residence hall facilities. Facilities also may be provided for individuals or groups whose activities are sponsored by or affiliated with a university organization. University departments or registered student organizations may use residence hall facilities during the summer for workshops, institutes, short courses, and conferences. Requests for the use of residence hall space must be made to the managing director of University Student Housing.

d. Intercollegiate Athletic Facilities

Jones AT&T Stadium, Dan Law Field, R. P. Fuller Track, John Walker Tennis Complex, McLeod Tennis Center, Rocky Johnson Field, the Athletic Training Center, and athletic practice fields are owned and maintained by the university for the primary use and benefit of the intercollegiate athletic programs of the university, of allied non-university athletic activities consistent with such programs, and of official academic events of the university.

The use of these facilities shall be limited to these purposes unless otherwise authorized by the Intercollegiate Athletics Office. Requests for use of any of these intercollegiate athletic facilities must be made to the Intercollegiate Athletics Office.

e. United Spirit Arena

Space in the United Spirit Arena is reserved through the office of the managing director of the United Spirit Arena. Facilities available for lease within the United Spirit Arena include the four meeting rooms in the City Bank Conference Center, the east side club, the arena concourse, the arena floor, and the arena bowl area. Registered student organizations receive a rental discount for use of the City Bank Conference Center meeting rooms. Texas Tech University commencement, Health Sciences Center commencement, Texas Tech University convocation, Texas Tech basketball and volleyball games, and major arena events such as concerts have priority in booking the United Spirit Arena.

f. Museum and National Ranching Heritage Center

Grounds and facilities of the National Ranching Heritage Center (NRHC) may be used only for university and public educational, research, and entertainment purposes. No personal uses of facilities, equipment, or grounds are permitted. This restriction shall apply to all requests regardless of sponsorship (see OP 61.01 Section 2).

Reservations for space and services may be made by university and civic groups, support groups, and other non-profit organizations, as they qualify under university, Museum, and NRHC policies. Specific rooms and areas of the Museum and the NRHC are designated for special events, meetings, catered meals, lectures, symposia, etc. The Museum and the NRHC may not appear to endorse any political party or cause, religious faith, or commercial product (see OP 61.01).

Groups that reserve Museum or NRHC space will be responsible for the care of that space during the event and for cleanup afterward. Reparations for damage to the facility through negligence or abuse will be assessed to the responsible group. Caterers must comply with the rules and regulations established by the Museum, NRHC, and Texas Tech University. Caterers disregarding instructions given by authorized Museum, NRHC, or university personnel may be denied future access.

Specific areas of the Museum and NRHC grounds have been designated for outdoor activities. The Pitchfork Pavilion at the NRHC and the picnic areas at the Lubbock Lake Landmark Historical Park are designated for meals. Priority use of the Pitchfork Pavilion at the NRHC will be given to schoolchildren on prearranged tours during lunchtime. Cleanup is the responsibility of the school group using the facility. Reenactments (with or without costumes or other paraphernalia), games, and athletic activities are not permitted on Museum and NRHC grounds, except during Museum- and NRHC-approved, institutionally sanctioned special events.

All activities at the Museum and the NRHC require the presence of security personnel. No substitutions may be made for security staff, nor may staff members volunteer their services to serve in a security role (see OP 76.03).

Vehicular traffic on the grounds of the Museum or the NRHC, other than on surfaced, public-access streets, is limited to sanctioned university activities unless otherwise approved by the directors. Public parking is permitted in designated lots. University parking stickers must be

displayed on staff, faculty, and student vehicles (see OP 78.01 and OP 61.18). Alcoholic beverages are not permitted in or on the grounds of the Museum or the NRHC without special written permission from the Office of the President or the Office of the Chancellor. Requests for permission must be submitted to the director of the Museum or the NRHC and will be forwarded for approval. Smoking and the other uses of tobacco products are not permitted in the Museum buildings, on the grounds of the National Ranching Heritage Center, or within the fence of the Goodman Cotton Gin (see OP 60.15).

Live human-controlled animals, other than laboratory animals or service and security dogs, are not authorized in Museum buildings or on the grounds (see OP 61.38). Laboratory animals may not be kept in the building beyond the immediate needs of research. Open flames, including pit fires, chimney or stove fires, flares, fireworks, kerosene heaters and lamps, candles, matches, etc., are prohibited on the grounds and in the Museum buildings unless approved by the president.

g. Recreation Facilities

The Robert H. Ewalt Recreation Center, Aquatic Center, amphitheater, pavilion, sand volleyball, recreation fields, tennis courts, handball courts, and basketball courts are intended primarily for student recreational and instructional use on an organized group and individual basis. Requests for the use of recreation facilities must be made to Recreational Sports.

h. International Cultural Center

The International Cultural Center (ICC) grounds and facilities may be used for university and public educational, research, and entertainment purposes. No personal uses of facilities, equipment, or grounds are permitted. This restriction shall apply to all requests, regardless of sponsorship (see OP 61.01 Section 2).

University and civic groups, support groups, and other non-profit organizations may make reservations for space and services, as they qualify under university and ICC policies. The ICC may not appear to endorse any political party or cause, religious faith, or commercial product (see OP 61.01).

Specific rooms and areas of the International Cultural Center are designated for special events, meetings, catered meals, lectures, symposia, etc. The events coordinator will act as the point of contact for all spaces and service reservations for the ICC. That office will maintain a list of available designated areas, make reservations for these events, keep records, and coordinate facility preparation activities. Resource encumbrance charges will be assessed to reserving groups to help defray costs for security personnel, equipment depreciation, and facility maintenance and preparation.

All before- and after-hour activities at the ICC will require the presence of security personnel or a member of the ICC staff. If an event has been approved for serving alcoholic beverages, ICC security must be present.

Alcoholic beverages are not permitted in the International Cultural Center or on the grounds without special written permission from the Office of the President or the Office of the Chancellor. Requests for permission must be submitted in writing to the events coordinator of the ICC and will be forwarded for approval.

Groups that reserve the ICC space will be responsible for the care of that space during the event and for cleanup afterward. Reparations for damage to the facility through negligence or abuse will be assessed to the responsible group. Caterers must comply with the rules and regulations established by the ICC and Texas Tech University. Caterers disregarding instructions given by authorized ICC or university personnel may be denied future access.

Live human-controlled animals, other than laboratory animals or service and security dogs, are not authorized to be housed in the ICC or on the grounds. Open flames, including pit fires, chimney or stove fire, flares, fireworks, kerosene heaters and lamps, candles, matches etc., are prohibited on the grounds and in the International Cultural Center.

i. Visitors Center (West Hall)

The Visitors Center and its facilities may be used for university and public educational, research, and entertainment purposes. No personal uses of the facility are permitted. This restriction shall apply to all requests regardless of sponsorship (see OP 61.01).

University and civic groups, support groups, and other non-profit organizations may make reservations, as they qualify under university policies. The Visitors Center may not appear to endorse any political party or cause, religious faith, or commercial product (see OP 61.01). See Attachments B through G.

The Office of Admissions will act as the point of contact for reservations. Offices, organizations, or groups wishing to host an event in the Visitors Center must submit a *Special Event Proposal* at least 15 working days before the date of the proposed event. The rental fee for the Visitors Center is \$200. Additional charges may apply for events that are held before or after regular business hours. Host organizations must choose TTU's Hospitality Services for food and beverage service. The Office of Admissions must approve any additional decorations for events. Groups that reserve the Visitors Center are responsible for providing any audio-visual equipment needed for their event. Events that occur before or after regular business hours or on weekends or holidays will require security through the Texas Tech Police. Special parking arrangements must be made through the Office of University Parking Services. The host organization is responsible for making all parking arrangements. University Parking Services may be reached by phone at 742-3811.

The Office of Admissions offers the presentation room (Room 101) on the first floor of West Hall for use by campus and other groups and organizations. The presentation room will only be available for use during normal business hours Monday through Friday 8 a.m. to 5 p.m. The presentation room seats 31-35 people theatre-style and has audio-visual equipment. Use of the presentation room does not require a fee, but a contract with signatures from a member of the group using the room and the director of the Office of Admissions must be filed when a reservation to use the room is made.

5. University Grounds Use

With the exception of free expression activities as outlined herein, university grounds are available for use only in accordance with the following policies and procedures:

- a. Selected grounds areas (other than those described above) are available for activities that are sponsored and approved by university departments, registered student organizations, or individual faculty, students, and employees. Academic use by departments and colleges has

- priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.
- b. Individuals, registered student organizations, or departments desiring to use university grounds must apply for grounds use through the Student Union & Activities Office or at <http://www.sub.ttu.edu>. The Outdoor Events Coordinating Committee must approve each use. As a general policy, recurring use assignments shall not be permitted.
 - c. Registration for use of a university grounds area must be made at least six university working days before the intended use.
 - d. Student Union & Activities and Academic Support and Facilities Resources will coordinate all grounds use/solicitation request applications and shall grant only grounds use/solicitation requests that are consistent with applicable university regulations and local, state, and federal law.
 - e. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires, and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.
 - f. Individuals, departments, or registered student organizations using a designated area are subject to the following requirements:
 - (1) Use of amplification equipment must comply with Section 8 of these regulations.
 - (2) A structure may not be erected on campus grounds without prior written approval, which will include arrangements for cleaning up after the activity.
 - (3) If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a university account number before the activity can be approved by the Outdoor Events Coordinating Committee.
 - g. Firearms, explosive weapons, and illegal knives are prohibited on university property unless pursuant to written regulation or written authorization. The use of ammunition is prohibited at all times. Any request for authorization to bring a weapon onto university property must be coordinated through the Texas Tech Police in conjunction with Student Union & Activities and/or Academic Support and Facilities Resources. The president or a designated representative shall grant final approval.
 - h. Individuals, departments, and registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the TTUS Office of Risk Management, the General Counsel's Office, other university departments, or others, as necessary, prior to approval from the Outdoor Events Coordinating Committee.
 - i. Participants in and/or sponsors for events may be required to sign a "Hold Harmless" release.
 - j. The sponsor should contact Environmental Health and Safety to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order

for any person, vendor, or organization to operate a temporary food service or mobile food service unit on Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit, as outlined in OP 60.18.

6. Appeals of Grounds Use/Solicitation Request Denials

Faculty, staff, academic, and administrative departments whose requests for the use of campus grounds or non-academic facilities are denied may appeal in writing to the PSVP. Students and registered student organizations whose requests are denied may appeal to the managing director of Student Union & Activities, in accordance with the *Student Handbook*.

7. Freedom of Expression Activities and Forum Areas

Although the Texas Tech University campus is generally an open campus for purposes of student, faculty, and staff free expression activities, students, faculty, and staff are encouraged, and persons and groups not affiliated with the university are required, to use forum areas of the campus for free expression activities.

- a. The following are the forum areas, as currently defined at Texas Tech University. Each location is marked with a ground plaque that reads "Forum Area" and each may be used on a first-come, first-served basis.
 - (1) Southwest Collections - the outdoor gazebo and the concrete octagon surrounding it, which are located immediately east of the Southwest Collections building near the corner of 15th Street and Boston Avenue.
 - (2) Engineering Key – the northern one-third of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed, and bound by the street curbs on the east and west sides.
 - (3) Student Union – the northeast corner of 15th Street and Akron Avenue
 - (4) Student Union/Library Plaza – the southern one-third of the plaza between the Student Union and the Library, described as follows:

From the southwest raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east, and from the black brick border that stretches from the Library steps to the flowerbed outside the Student Union west entrance (Starbucks) on the north, to the bollards on the south end.
 - (5) Jerry S. Rawls College of Business Administration – the western one-half of the courtyard between the Jerry S. Rawls College of Business Administration building and the Architecture building, as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west, and the sidewalks on the north and south sides.
 - (6) Urbanovsky Amphitheater – the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.

- b. Students, faculty, and staff engaged in free expression activities on campus may be required to relocate in the following circumstances:
- (1) The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
 - (2) The activity substantially interferes with either vehicular or pedestrian traffic;
 - (3) The activity blocks the ingress or egress to buildings;
 - (4) The space is not available due to a prior reservation;
 - (5) The activity conflicts with a previously planned university activity;
 - (6) The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university community;
 - (7) The activity presents an unreasonable danger to the health or safety of those involved or other individuals;
 - (8) The activity is prohibited by local, state, or federal law; or
 - (9) The activity prevents fire protection, law enforcement, or emergency medical service providers from accessing areas on campus.
- c. The activities listed below are not permitted. Students may be subject to discipline under the *Code of Student Conduct*, and faculty and staff may be subject to discipline pursuant to university policy for:
- (1) Activities that are illegal;
 - (2) Activities that deny the rights of other university students, faculty, or staff;
 - (3) Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities;
 - (4) Activities that deny the use of offices or other facilities to university students, faculty, staff, or guests of the university;
 - (5) Activities that threaten or endanger the health or safety of any person on the university campus;
 - (6) Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law;
 - (7) Activities that result in damage to or destruction of university property; and
 - (8) Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.

- d. Signs, banners, posters, and other displays used for expressive activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

8. Use of Amplification Equipment

- a. Use of Amplification Equipment by Students, Faculty, and Staff for Freedom of Expression Activities

Students, faculty, and staff, and organizations consisting solely of members of these classes of individuals, may use amplification equipment for purposes of expressive activities in accordance with the following policies:

- (1) Use of Amplification Equipment in Forum Areas

Students, faculty, and staff, and organizations consisting solely of members of these classes of individuals, may use amplification equipment for freedom of expression activities within the designated forum areas from 8:00 a.m. to 5:00 p.m. Monday through Friday.

- (2) Use of Amplification Equipment in All Other Outdoor Areas

Students, faculty, and staff, and organizations consisting solely of members of these classes of individuals, may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus after 5:00 p.m. Monday through Friday.

- (3) Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and forum areas as set forth in Section 7 of this policy.
- (4) Only handheld amplification devices are permitted.
- (5) No amplification of sound is permitted during the week prior to or the week of final exams.
- (6) The volume and direction of amplification equipment shall be controlled as not to interfere with classes in session, examinations, or other campus community activities.
- (7) Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university community.

- b. Other Use of Amplification Equipment

The use of loudspeakers, any other type of amplification equipment (e.g., portable stereo devices, portable studios, etc.), or amplified musical instruments on university grounds by individuals other than students, faculty, and staff, or organizations consisting solely of members of these classes of individuals, is by permission only. The use of amplification equipment by students, faculty, and staff, and organizations consisting solely of members of these classes of individuals, for any purpose other than expressive activities as set for in Section 8.a above is by permission only.

- (1) Applications from individuals, departments, and organizations for permission to use amplification equipment must be made on the *Grounds Use/Solicitation Request* form provided by Student Union & Activities.
- (2) Applications must be submitted at least six university working days before the intended use.
- (3) The managing director of Student Union & Activities may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with university functions, classes in sessions, examinations, other nearby activities, and the campus environment.
- (4) The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions as well as policies governing solicitation and commercial activities.
- (5) The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without the written permission from Academic Support and Facilities Resources.
- (6) Sound equipment must not be disruptive and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus activities.
- (7) Special events, including, but not limited to, dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of Student Union & Activities and Academic Support and Facilities Resources.
- (8) Outdoor dances utilizing sound amplification devices may only be held on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment at such dances.

c. Academic Use

- (1) The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the PSVP.
- (2) Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the PSVP at least one university working day before the time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

[Attachment: *Grounds Use/Solicitation Request* form](#)