

# CAMERON UNIVERSITY

## Use of Facilities Policy

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### Policy Statement

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Cameron University respects the right of all members of the academic community to explore and to discuss questions of interest, to express opinions publicly and privately, and to join together to demonstrate their concerns by orderly means. It is the policy of the University to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers, and to protect the exercise of these rights from disruption or interference.

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### Who Should Know This Policy

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President	Other Accounting/Finance Personnel
Vice Presidents	Students
Deans	Other Groups
Department Chairs	All Employees
Directors	
Faculty	

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### Responsibilities

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#### Responsible for Policy

University Officer Responsible

Director of Events Management

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided to establish a minimum standard for use of Cameron University (CU) facilities for University and non-University affiliated groups. Because the mission of Cameron University is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. To avoid conflict with the teaching goals of the University, the policies must be followed when using classrooms or indoor facilities. Buildings on the Lawton and Duncan campuses are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use. This policy shall only apply to non-University affiliated groups. Students and RSOs seeking to use University facilities should consult the Facility Use Policy for Students, <http://www.cameron.edu/studentservices/handbook/facility-use-policy>.

### 1.0 Definitions

#### 1.1 University Affiliated Groups

Student clubs and organizations, which are officially registered with the Office of Campus Life, are considered a part of CU for the use of CU facilities. However, these registered student clubs and organizations may not necessarily be provided liability protection by the State of Oklahoma for the event itself.

#### 1.2 Non-University Affiliated Groups

Non-University sponsored activities are those organized and conducted by unregistered student groups, community groups, local or national organizations, members of the public, and members of the CU community for non-university purposes approved pursuant to university policies and that further the university's mission.

#### 1.3 Event

An event is any assembly, parade, street fair, street dance, carnival, assemblage, march, ceremony, show, demonstration, exhibition, pageant or procession of any kind, or any similar display, in or upon any building, street, park or other place at Cameron University.

#### 1.4 Outdoor Areas of Campus

Outdoor areas of Cameron University's campuses means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as the grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

#### 1.5 Materially and Substantially Disrupts

When a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or

procession by:

- a. engaging in fighting, violent or other unlawful behavior; or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that “materially disrupts” shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the member of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration.

## **2.0 Responsibility**

- 2.1 Any non-University affiliated groups desiring to reserve event space in advance for any University facility or open area must submit a completed Cameron University Facility Request Form” to the Office of Events Management, who is responsible for coordinating events and calendaring activities.

For full consideration, these facility requests should be received at least two weeks prior to the date of an event. Emergency requests requiring special equipment setup cannot be fulfilled less than 72 hours before the proposed starting time of the event.

## **3.0 Eligibility**

- 3.1 University-affiliated groups shall have priority in reserving space.
- 3.2 Non-University affiliated groups and organizations shall be required to pay the current space rental rate for the time and location approved. A list of all charges and rental can be located at [http://www.cameron.edu/facility\\_reservations/pricing](http://www.cameron.edu/facility_reservations/pricing). The rates shall be designed to cover the entire cost of providing the facility (i.e. labor, utilities, etc.). If it is determined that the event has a clear economic benefit to Cameron University, or its employees, or the community, the requirement to pay a space rental may be reduced by the Vice President for Business and Finance or their designee. In addition, a refundable deposit for damage to property shall be required two (2) weeks in advance of being issued a contract. The individual applying for or reserving the facilities must be present throughout the event.

## **4.0 Assembly Locations**

- 4.1 Outdoor areas of campus generally accessible to members of the public are open for free speech, protests, leafleting, etc. and require no reservation or notice. If assistance from the University is needed to arrange or set up electronic systems, speakers, or other equipment (tables, vehicles, etc.), The Office of Events Management requests notification of the use of locations to ensure the space can accommodate the request, to ensure that no disturbance of the University’s educational mission occurs, to ensure it

is not in conflict with other prior requests for the area, and so that the University can assist in reserving the requested location. Notifications may be made by calling the Office of Events Management: 580-581-2291 or by email addressed to: [reservations@cameron.edu](mailto:reservations@cameron.edu).

Outdoor areas of campus may be used on a first-come, first-served basis unless another RSO, Student, or group has specifically reserved the space. These locations may not be reserved through place holders except by providing the University with advance notice. Provided, however, where advance notice has been given and approved for items noted in Subsection 4.2 below, such use shall be given priority where feasible.

Under no circumstances shall an event, speech, protest, etc. in these areas materially and substantially disrupt or interfere with the space already reserved for another event or; University operations, including classes; impede ingress/egress of sidewalks, roadways, or any building; create a clear and present danger to the public; be unlawful in anyway; or materially and substantially disrupt another Student or individual's right to expression.

- 4.2** Reservation Procedures for Outdoor Locations. In instances where there is need of University assistance, the Office of Events Management must be notified three (3) business days in advance of such use to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, and to ensure it is not in conflict with other prior requests for the area. If the requesting person/group does not commence utilizing the space within 30 minutes of its requested time, the person/group will have forfeited its reservation. The Office of Events Management will accept space requests less than three (3) business days in advance, if space is available, for events, gatherings, or other assemblies not requiring structures, large displays, vehicles, tables, equipment, booths, sound or audio systems, or do not require other significant set-up or coordination by the University. Accordingly, if significant set-up or coordination by the University is needed, the University requires at least two (2) weeks' notice be provided for such reservations.

## **5.0 Application for Permit**

- 5.1** A request for a facility reservation shall be submitted to the Office of Events Management not less than three (3) days prior to an event. In instances where significant set-up or coordination by the University is needed, the University requires not less than two (2) weeks' notice prior to the event. The time requirements may be waived if sufficient time exists for the proper review of the application as herein provided. The application shall be submitted electronically at [www.cameron.edu/facility\\_reservations](http://www.cameron.edu/facility_reservations) Application information can be obtained from the Office of Events Management. The application shall provide such other information as requested.
- 5.2** All applications shall be reviewed by the Offices of Events Management, Physical Facilities, Public Safety, and other necessary offices associated with the event who shall make appropriate recommendations in regard to such permit.

## **6.0 Time Restrictions**

**6.1** No event shall be held between the hours of 10:00 p.m. and 8:00 a.m. unless approved by the Director of Events Management, Dean of Students, and Office of Public Safety.

## **7.0 Standards for Issuance**

**7.1** The Office of Events Management shall issue a permit meeting standards detailed below when, after consideration of the application and such information as may otherwise be obtained, they find that:

7.1.1 The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.

7.1.2 The conduct of the event will not require the diversion of so great a number of public safety officers of Cameron University to properly police the line of movement and the areas contiguous thereto prevent normal police protection to Cameron University.

7.1.3 The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to areas contiguous to such assembly areas.

7.1.4 The conduct of such event will not interfere with the movement of firefighting equipment en route to a fire.

7.1.5 The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.

7.1.6 The event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

**7.2** The Office of Events Management may require, as a condition to the issuance of a permit herein, a bond or insurance holding Cameron University harmless from any and all liability for injury or damage of any kind whatsoever occurring during such activity covered by the permit.

## **8.0 Alternative Permit**

**8.1** The Office of Events Management, in denying an application for an event permit, may authorize the conduct of the event on a date, at a time or over a route different from that named by an applicant. An applicant desiring to accept an alternative permit shall so indicate within five (5) business days after notice of the action. An alternate event permit shall conform to the requirements of, and shall have the effect of, an event permit under this procedure.

## **9.0 Contents of Permit**

**9.1** Each event shall state the following information, at a minimum:

9.0.1 Starting time.

9.0.2 Ending time.

9.0.3 Location of event.

9.0.4 Estimated number of participants.

9.0.5 Portions of the street to be traversed that may be occupied by the event.

## **10.0 Duties of Permit Requestor**

**10.1** The permit requestor shall comply with all permit directions and conditions and with all applicable laws and ordinances.

**10.2** The responsible event leader shall carry the event permit upon their person during the conduct of the event.

## **11.0 Public Conduct during Parades, Traffic**

**11.1** No person shall unreasonably hamper, obstruct or impede, or interfere with any event or parade assembly or with any person, vehicle or animal.

**11.2** No driver of a vehicle shall drive between the vehicles or persons comprising an event when such vehicles or persons are in motion and are conspicuously designated as an event.

**11.3** The Office of Public Safety shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of event. The Office of Public Safety shall post signs to such effect. No person shall park or leave unattended any vehicle in violation of such sign. No person shall be liable for parking on a street unposted in violation of this section.

## **12.0 Permit Requestor to provide Barricades and Signs**

**12.1** The party to whom a permit is granted shall provide, at its own expense, all barricades, signs, blinking lights and other safety devices required by Cameron University and comply with any other conditions upon which the permit is issued.

## **13.0 Peaceful Demonstration**

**13.1** All persons shall have the right to peacefully demonstrate, strike or otherwise use the public streets, roads, sidewalks or other outdoor areas of campus generally accessible to the public for the purpose of expressing their opinions or viewpoints, or imparting information.

**13.2** No person, acting individually or in a conjunction with others, shall threaten, coerce, intimidate or otherwise interfere with any person in the use of any public street, road, sidewalk, or other public property.

- 13.3** No person shall threaten, coerce, intimidate or otherwise interfere with any person attempting to travel to or from his employment or attempting to perform and carry on the duties and functions of his employment.
- 13.4** The Office of Public Safety shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer, or employee thereof, and who:
- 13.4.1 Interferes with the peaceful conduct of events.
  - 13.4.2 Commits an act that interferes with the peaceful conduct of an event.
  - 13.4.3 Enters the institution for the purpose of committing an act that may interfere with the peaceful conduct of an event.
  - 13.4.4 “Interferes with the Peaceful Conduct” includes actions that directly interfere with classes, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or to Cameron University; or direct interference with administration, maintenance or security or property belonging to Cameron University.

## **14.0 Use of University Facilities for Private Events**

### **14.1 Deposit/Payment**

Individuals and groups requesting use of university facilities for private events will be required to pay a deposit in the amount of the room rental cost. This deposit is due within two (2) weeks of being issued a contract.

### **14.2 Food Service**

Please contact food services at (580) 581-2384 to make catering arrangements for your event. NO OUTSIDE FOOD OR BEVERAGE may be brought into the Shepler Center, Aggie Recreation Center or McMahan Centennial Complex without expressed written permission by the Office of Events Management. Infractions may subject Lessee to a monetary fine or result in cancellation or closure of the event.

### **14.3 Security**

All private events will be required to obtain licensed police officers through the Cameron University Office of Public Safety. For these events, at least one officer per 50 guests may be required. In addition, one officer will be required to monitor hallways and parking lots. For off campus groups, there is a cost of \$33.00 per officer per hour with a minimum of three hours per officer required.

### **14.4 Certificate of Liability Insurance**

- 14.4.1 Cameron University is not liable for injuries that may occur while using campus facilities.
- 14.4.2 For private events, Lessee may be required obtain and maintain a policy of liability insurance for itself and all participants and staff, which must be acceptable to the University. The policy shall protect the University against liability for injury or death of persons or loss of or damage to property occurring in, on or about the premises, or in connection with the program.
- 14.4.3 The liability insurance policy should provide for a minimum coverage of one million dollars.
- 14.4.4 If required, PROOF OF INSURANCE COVERAGE must be provided at the time the contract is signed.

#### **14.5** Prohibited

- 14.5.1 Lessee shall not permanently or affix signs, posters, fliers, and/or banners to any wood or metal finishes, glass doors, overhangs, or ceilings in such a manner as to cause damage.
- 14.5.2 The possession of alcohol, drugs, weapons or firearms on Cameron University's campuses is prohibited, unless otherwise authorized in writing. Any individual suspected of having prohibited items will be subject to search and confiscation of prohibited items by the Office of Public Safety and may also be subject to arrest and criminal prosecution.

#### **14.6** Licensing

Lessee must obtain proper license for all music played, computer programs, recordings, videos or plays that are reproduced for its event. Any Lessee wanting to sell products at its event must acquire permission from the Office of Events Management.

#### **14.7** Cancellations

Cameron University reserves the right to cancel or close the event at any time if the Lessee disregards any University policies or if University officials determine there may be a threat to the safety of participants or Cameron University faculty, staff or students.



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## **Contacts**

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Policy Questions: Director of Events Management (580) 581-2291

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## **Forms**

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In support of this policy, the following forms are included:  
None

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## **Policy History**

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### **Policy**

Issue Date: September 14, 2004

Reviewed, no revision: July 22, 2015

Revised: October 31, 2019