

Implementation Procedures for Regulations for Use of University Property (T90-079)
April 29, 2019

This document outlines the procedures and guidelines for implementing the Regulations for the Use of University Property. It provides a brief overview of the procedure and direction on where to access additional information. This document applies to all UMass Amherst or Five College students, faculty, staff, and alumni, and to all visitors and guests of the university.

The University affirms its commitment to provide a welcoming and respectful work and educational environment, in which all members of the University community and its visitors and guests may benefit from each other's experiences and foster mutual respect and appreciation of divergent views. The University will not be tolerant of conduct which violates rights guaranteed by the law or University policies. The Equal Opportunity Office is responsible for formally administering this policy and its grievance procedure.

1. Reserving Space

The procedures and policies regarding reserving space depend on the venue and availability. There may be costs related to the use of the venue or location. Cancelling space or not using it may result in loss of the space in the future and/or a fee.

a. Campus Center Meeting/Event Space

- i. Students, faculty, staff and departments – Contact the events office at 413-577-8200. More Information: [Campus Center Student Union Use Policy](#)

b. Reservation of Outdoor Space:

- i. Students – RSOs, other established student organizations or individual students submit an event request through the Campus Pulse. Student Life will forward the request to Physical Plant personnel who will follow up with the organizer. More Information: [RSO Handbook Section 5](#) and [PP Event Brochure](#)
- ii. Faculty, staff, department - Submit an [Outdoor Event Request \(OER\)](#). More Information: [PP Event Brochure](#)
- iii. Non student, non staff – The administrator receiving the contact from an outside entity forwards them the Non University Request for Outdoor Event Land Use [found here](#)

c. Other venues

- i. [Fine Arts Center](#) – RSOs, other established student organizations or individual students submit an event request through the Campus Pulse. Student Life will process your request with the FAC. Others can contact Facilities Office Manager at 413-577-0480.
- ii. [Old Chapel](#) – To request a reservation, email oldchapel@umass.edu or call 413-545-0080

- iii. [Mullins Center](#) – Request a reservation for a function room [here](#). For arena reservations call 413-545-3129

2. Promotion, Publicity, Tabling, Chalking, & Religious Displays

No publicity for any program, activity or event may be released before the request for space has been approved and reservations for facility use have been finalized. When media-coverage is solicited by the sponsoring entity, that entity must first inform the [News Office](#).

a. Reserving a Table (tabling)

- i. Tabling on the concourse is available only for Established Student Organizations (ESO: an umbrella term encompassing RSO's, agencies, student business, and other SGA sponsored orgs), other established University student organizations, Graduate Student Organizations (GSO) and On-Campus Departments, and is subject to the [Campus Center Tabling Policy and Procedures](#). Reserve tabling dates at the Facilities Management Office in room 225A in the Campus Center at least one full week prior to your tabling date.
- ii. Tabling in the dining commons is only permitted for recognized student organizations or university departments sponsoring university activities. Reservations must be made 2 days in advance as described in the [Tabling in the Dining Commons Procedure](#).
- b. Table Tents: Dining hall Table Tents are permitted for recognized student organizations or university departments sponsoring university activities. No commercial events or services may be advertised. A two week lead time is required for approval as described in the [Dining Hall Table Tents Procedure](#).
- c. Chalking: Chalking is permitted on uncovered exterior horizontal areas such as walkways. It is prohibited on all vertical spaces including building walls and steps, and on covered exterior locations. Charges may be applied for any clean up that is required if prohibited chalking is found.
- d. Religious Displays: See [Guidelines Regarding Religious Symbols, Decorations and Displays](#)

3. Other Use Requirements

Meetings, programs, and events must not interrupt or interfere with individuals who are engaged in the daily conduct of university business (e.g., students in labs, classrooms, or libraries and University personnel while engaged in their employment).

- a. Sound level is to be maintained at low volume when in close proximity to classrooms and offices, and sound emission beyond the perimeters of the reserved area shall be at a reasonable level. Amplified music will not normally be permitted during class hours.
- b. Employee Organizations may use university properties only in accordance with Massachusetts General Laws and current collective bargaining agreements.
- c. Parking must be in compliance with [campus parking regulations](#).

- d. Students, staff, faculty, and campus guests should use the [restroom facilities that correspond to their sex or gender identity](#), or utilize single user facilities that are designated as a restroom or gender-inclusive restroom.
- e. Breastfeeding is not limited to specific areas on campus. For those who would like more private space for breastfeeding or pumping, the campus has [a number of specifically designated lactation rooms](#).
- f. People with disabilities at the university have the right to equal access to courses, programs, services, jobs, activities, and facilities offered through the university. [Service animals](#) are allowed access to all buildings, classrooms, residence halls, dining areas, recreation facilities, activities and events. A [campus accessibility map](#) is available here. [Assistance animals](#) are allowed in a person with a disability's room, apartment or suite only.
- g. The [use of tobacco products and vaporizers \("vapes"\) is prohibited](#) everywhere on campus, inside buildings and throughout the grounds. This policy applies to everyone and anyone on campus, including students, staff, faculty, contractors, and visitors.
- h. [Use or possession of marijuana, medical marijuana, or marijuana paraphernalia in any form is prohibited](#) on University of Massachusetts Amherst property.
- i. Unless in accordance with the [Alcoholic Beverage Policy](#), alcohol is not permitted on campus, at events, inside buildings, or on campus grounds. Open containers of alcohol are not permitted in public spaces on campus except at duly authorized events/licensed events.

4. Expression, Advocacy, and Demonstrations

[Under the Resolution in Support of Pluralism](#) and the [Policy Against Intolerance](#), the university commits to maintaining an academic environment in which all individuals benefit from each other's experiences through pluralism, mutual respect, appreciation of divergent views, and awareness of the importance of individual rights. The university also denounces intolerance which interferes with those rights guaranteed by law or policy, and insists that such conduct has no place in a community of learning. These policies do not abridge the exercise of rights under the Constitution of the United States and other Federal and State laws.

While University policies regarding demonstrations are content-neutral, the University necessarily reserves the right to limit, disallow or disband a demonstration which incites immediate, violent action or represents a clear and present danger to the campus community or if for any reason of time, place, or manner of behavior, the demonstration materially disrupts class work or other University business, involves substantial disorder, or invades the rights of others.

Speech and Advocacy Events: University properties may be reserved for meetings, programs, and events for purposes of speech and advocacy in accordance with the provisions of these regulations. Speech and advocacy must not interrupt or interfere with individuals who are engaged in the daily conduct of University business (e.g., students in labs, classrooms, or libraries and University personnel while engaged in their employment) or interfere with or disrupt scheduled university meetings, programs, and events.

- a. All students, undergraduate and graduate, have a right to demonstrate on University premises under the provisions of the [Picketing Code](#), provided that the demonstration shall not for any reason of time, place, or type of behavior materially disrupt class work or other university business, or involve substantial disorder or invasion of the rights of others. For additional guidelines see [Student Demonstrations](#)
- b. Guide to Demonstrations:
 - i. A demonstration is a march or gathering which people take part in to show their opposition or support for an issue
 - ii. Demonstrators entering campus buildings for the purpose of conducting orderly and peaceful demonstrations may not enter or occupy rooms or offices; obstruct entry, exit, or restrict the free movement of persons; block hallways, doorways, stairs or exits of University facilities; materially interrupt or interfere with University business functions; or remain in buildings after close of normal hours of operation.
 - iii. For safety and security reasons, demonstrators are not allowed to enter residence halls; private offices; laboratories; research facilities; spaces where classes or private meetings are being held or immediately scheduled to be held; libraries; facilities or areas containing valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, or financial records; emergency facilities or any facilities housing communication systems, security, utilities, or other facilities or services vital to the business functions of the University.
 - iv. Demonstrators can engage in activities that are legal and do not violate other's constitutional rights or harm property. Any demonstration that violates any University policy may be discontinued, either at the direction of the administrator (or his/her designee) of the University unit administratively responsible for the space in which the demonstration is occurring, or at the direction of the University of Massachusetts Police Department (UMPD).
 - v. A protest, demonstration, or event on campus may invite another form of protest. When these occasions arise, all parties have a right to expression that must not be obstructed. In the interest of community safety and protection of rights, the University may designate a separate protest area for counter protesters. As with demonstrations, counter-demonstrations must not infringe upon the rights of others to engage in peaceful assembly, orderly protest, free exchange of ideas, or interfere with the rights of others to make use of campus facilities or attend University functions. This includes, but is not limited to, not damaging, defacing, marking, altering, or interfering with signs, tables or exhibits, or other items posted or displayed by others.