



General Guidelines for Facility & Space Use

These guidelines are intended to facilitate consistent and efficient administration and use of University of Michigan (U-M) buildings and grounds. All individuals and groups using U-M facilities shall adhere to all University policies, regulations and guidelines, as well as all local, State of Michigan and Federal laws. Violating the terms of this document may result in the loss of scheduling privileges within U-M buildings and grounds. The following are general university guidelines and specific locations may have additional requirements.

1. Smoking is prohibited in all buildings on all U-M campuses. For more information, refer to SPG 601.04 Smoking on University Premises at <http://spg.umich.edu/pdf/601.04.pdf>.
2. Firearms, explosives, knives, or other dangerous or illegal weapons are prohibited on all U-M campuses. For more information or questions, contact the U-M Department of Public Safety at public.safety@umich.edu or 734.763.1131.
3. Use of alcohol or other drugs on the Ann Arbor campus must adhere to the U-M Alcohol and Other Drugs (AOD) Policy for Students, Faculty and Staff. For more information, refer to the policy at <http://www.umich.edu/~spolicy/studentalcoholdrug.html>.
4. Users may not exceed the fire marshal capacity for a scheduled space.
5. U-M facilities are intended for the use of University faculty, staff, students, guests, and participants in authorized on-campus activities. Vagrancy, loitering, or interfering with this intended use is prohibited and violators will be required to leave the premises.
6. Photos or videos taken during an event may only be used to memorialize the event for the participants or their personal friends or immediate family. No commercial use may be made of photos or videos without written approval from the University. For information on commercial filming, videotaping, or photography on the U-M campus, refer to <http://www.vpcomm.umich.edu/film/guidelines.html>
7. No use of the University of Michigan name, logos, seal, or other marks may be used without prior written approval from the University. In publicizing an event, only the facility name and address may be used to identify the event location. For information on U-M identity guidelines, refer to <http://www.logos.umich.edu/>.
8. The University has the right to require fire, police, or other security personnel for events in U-M facilities.
9. To ensure that the outdoor areas owned by the University are maintained in a safe and orderly manner that supports basic University functions of teaching, research and service, refer to the Guideline for Use of the University of Michigan Grounds at [http://www.fo.umich.edu/pdf/Guideline for Use of UM Grounds.pdf](http://www.fo.umich.edu/pdf/Guideline%20for%20Use%20of%20UM%20Grounds.pdf) .
10. Advertising an event in a U-M facility prior to having a signed agreement in place is prohibited and may result in denial of the facility request.

Related Information:

1. U-M building access and hours vary by building and by term. For current building information, search the Campus Information Centers (CIC) Building Search web site at <http://uuis.umich.edu/cic/buildingproject/>
2. It is the right of members of the University community (including students, faculty, staff, and administrators), speakers, artists, and others invited by members of the University community to set forth their views and opinions at the University. For more information, refer to SPG 601.1 Freedom of Speech and Artistic Expression at <http://spg.umich.edu/pdf/601.01.pdf>.