GUIDELINE FOR USE OF THE UNIVERSITY OF MICHIGAN GROUNDS

Preamble

The purpose of this guideline is 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. The procedures and restrictions outlined are intended to protect and advance the health and safety of the campus community and the educational environment of the University.

The guideline is intended to be consistent with the University's policy on "Freedom of Speech and Artistic Expression" (Standard Practice Guide 601.1), including the following principle: *Expression of diverse points of view is of the highest importance, not only for those who espouse a cause or position and then defend it, but also for those who hear and pass judgment on that defense.*

I. General

A. Applicable Areas

University property is under the sole jurisdiction of the Executive Vice President and Chief Financial Officer (EVPCFO). The EVPCFO, in turn, delegates the authority to appropriate university officials. The following guideline applies to all designated outdoor areas on the University of Michigan-Ann Arbor campus with following exceptions: Central Campus Diag Proper, Eda U. Gerstacker Grove, Matthaei Botanical Gardens and Nichols Arboretum, Michigan Recreation fields, and the Stephen M. Ross Athletic stadiums/fields. (**note-** these are governed by their own guidelines.)

B. Relationship to Other Ordinances, Laws, and the Constitution

This guideline does not supersede Regents Ordinances, the Michigan Constitution or laws, or the Constitution or laws of the United States of America. The regulations set forth in this guideline are intended to be supplemented by other applicable University regulations.

C. Eligible Users

An organization requesting permission to hold an event on University property must be a member of, or be sponsored by a member of, the university community, including: recognized student organizations; U-M units and departments; other organizations officially recognized by the University; or affiliated organizations such as the Alumni Association, the University Musical Society and the Ann Arbor Summer Festival. Commercial use of University property is discouraged. Scheduled use is subject to approval under the auspices of the Vice President for Facilities and Operations University Partnerships & Initiatives (VPFO-UPI).

D. Use of Facilities

Per SPG 601.41, individuals or groups using or present in facilities (including a broad range of spaces, outdoor grounds, paths, structures, and the like) may not:

1. violate the law or University protocols;
2. disrupt University activities or operations or disrupt University-authorized activities taking place in Facilities, by engaging in conduct that interferes with the ability to carry out the University's core functions of education, research, patient care, public safety, and enjoyment of University Facilities for their intended purposes or that interferes with the ability of others to participate in those core functions;

3. obstruct human or vehicle traffic, ways of ingress and egress, paths, stairs, aisles, and the like;
4. fail to cooperate with Division of Public Safety and Security officers or other officials authorized by the University to act on behalf of the University; or
5. use facilities in a way that the University has not made available for that purpose.

II. Authorized Activities

A. Non-Commercial Information Distribution

Individuals may distribute (non-commercial) informational flyers, pamphlets and similar materials without obtaining prior authorization. Distribution must not interfere with normal, University operations and may only occur in the public passageways. Business and/or for- profit solicitations are prohibited.

B. Fund Raising Efforts/Solicitation of Donations

Solicitation of donations is defined as any activity that seeks to raise funds for non-commercial purposes. The designated areas for this type of activity are the Eda U. Gerstacker Grove and Central Campus Diag Proper. Requests to solicit donations in these areas are handled through the Center for Campus Involvement (CCI).

C. Organized Outdoor Activities

1. Definition:
   For the purpose of this guideline, an organized outdoor event is any outdoor activity that establishes formal use of grounds, and/or through the placement of an object, temporary structure, and/or use of amplified sound. This includes, but is not limited to, amplified sound, food service or preparation, tents, stages or other structures, signage placement, electrical equipment or generators, art installations and class displays, tabling, inflatables, and any activities that reserve or restrict use of space.

2. Guidelines:
   a. The sponsoring organization must meet the criteria of an eligible user as described in Part I., Section C., above.
   b. The UM Outdoor Events reserves the right to assign the event to a specific location on the basis of safety, flow of pedestrian traffic, class schedules and other University activities.
   c. An eligible user may not request to occupy a site more than a total of 15 days per month. In general, the event may last no more than seven consecutive days.
   d. In general, only one event per area may occur at the same time on a given day.

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III. Scheduling

A. Scheduling

1. Events should be scheduled by the event organizer at least 30 days in advance. Requests received fewer than 10 business days prior to an event are denied due to lack of adequate planning time. Outdoor common areas may be scheduled for the upcoming year 365 days prior to the event.

2. Study Days and Exam Days are considered special to the University Community and will be set aside for designated users or activities. The University of Michigan reserves the right to deny permission for other use during these dates.

3. The University reserves the right to modify or deny a request for the following reasons:
    a. Conflicts or potential conflicts with other scheduled areas, programs or University business.
    b. Potential to exceed total capacity limits of the facility or area.
    c. Inadequate advance planning.
    d. Inadequate security coverage available due to other scheduling commitments of Division of Public Safety and Security staff.

B. Form Submission

The Outdoor Event Request Form is available on the University of Michigan Outdoor Events website. The Outdoor Event Request Form must be fully completed by the eligible user and approved by all applicable university authorities BEFORE any use takes place. No advance preparation or advertising should be undertaken prior to the University approval of the Request Form. This Form is a formal agreement between the eligible user and the University. The submission signifies that the University regulations set forth in this policy, as well as any other applicable regulations, will be adhered to by the eligible user, including each of its members and the individuals submitting on behalf of the eligible user. The approved permit form must be available at the site at all times.

C. Approval of Applications

Applications will be issued on a first-come, first-serve basis. Applications will be granted or denied using the framework provided in this guideline.

D. Cost Reimbursement

An eligible user must have sufficient funds available to reimburse the University for applicable costs associated with the event, including, but not limited to, services provided by Architecture, Engineering & Construction (AEC), Custodial & Grounds Services (CGS), Environment, Health & Safety (EHS), Logistics, Transportation & Parking (LTP), Maintenance Services, Office of Campus Sustainability (OCS), Operational Support (OS), Real Estate Office, Utilities, Division of Public Safety and Security (DPSS), and Finance - Insurance and Claims Administration. The eligible user should have an agreement in place with the University of Michigan Outdoor Events prior to the event regarding anticipated costs associated with the event.

A University organization or department will provide the Outdoor Events with a University shortcode in its application for use. Affiliated University organizations that do not use a University shortcode must execute a written agreement with the Outdoor Events before the event specifying who is responsible for and how University-related costs will be paid.

E. Shared Space
When more than one eligible user is scheduled to share a common area at the same time, the eligible users must cooperate and not interfere with the proceedings of other common area events. If scheduled, eligible users sharing the common area become uncooperative, the Office of the Vice President for Facilities and Operations and/or the Division of Public Safety and Security are authorized to revoke approval and terminate the use.

F. Cooperation with Schools, Colleges and Departments
When a request is received to use an outdoor area that is part of a school, college or department, the Outdoor Events will notify the appropriate unit(s). The VPFO-UPI will work in conjunction with the unit to approve or deny the request.

IV. Special Regulations

All applicable laws, ordinances, regulations and guidelines must be followed when holding an event on University of Michigan grounds. Following is specific information for sales, noise control and amplification:

A. Sales and Solicitations
In general, sales are prohibited on University of Michigan grounds. However, the Executive Vice President and Chief Financial Officer (EVPCFO) may grant exemptions to Article IX Sales and Solicitations, Regents of the University of Michigan Ordinance. The EVPCFO has delegated the authority to grant exemptions to the Vice President for Facilities and Operations.

B. Noise Control
Noise generated during use of University of Michigan grounds is regulated by Article XV Noise Control, Regents of the University of Michigan Ordinance, which includes a decibel limit of 71 dB(A) from 7:00 am to 10:00 pm, and 61 dB(A) from 10:00 pm to 7:00 am. The EVPFO has delegated the responsibility for granting exemptions to the Vice President for Facilities and Operations. An eligible user should apply to the VPFO-UPI for an exemption at least 30 days prior to the proposed event. Requests received fewer than 10 business days prior to an event are denied due to lack of adequate planning. The approved application must be kept on-site and available at all times during the event.

C. Amplification
Speeches, music and other sound may be amplified in some areas with prior written approval from the Vice President for Facilities and Operations. Acoustic instruments are not considered amplified sound, but the VPFO-UPI must be informed of their use during the event planning process. The following regulations apply:
1. General Exemption: Non-powered and powered amplification are allowed daily between 12:00 p.m. and 1:00 p.m. without prior approval.

2. Temporary Exemptions: A temporary exemption from the maximum permissible sound levels is possible if the activity is in the public interest and there is no feasible and prudent alternative (see Article XV, Section 8.2, of the Regents Ordinance for the factors to be considered in granting a temporary exemption). When temporary exemptions are granted they will be issued in writing.

   If the eligible user exceeds the temporary exemption, the eligible user will be informed by the Division of Public Safety and Security, the VPFO or its designee of the violation and be directed to comply. In the event of further failure to comply, the VPFO or its designee, or the Division of Public Safety and Security, are authorized to revoke the exemption, terminate the use and/or take any other authorized action, which may include disapproval of future requests for use.

3. Amplification is prohibited outside of the general exemption time of 12:00 pm to 1:00 pm on designated study and exam days.

V. Elements of an Event

When a request is approved, the eligible user will receive written approval from the Office of the Vice President for Facilities and Operations that will outline conditions of approval for the event. It also will include a list of applicable University departments that may need to participate in planning the event. The eligible user should have an agreement in place with the VPFO-UPI prior to the event regarding expected costs associated with the event. The university does NOT provide tables or chairs. All requesting groups must use approved resources, such as the Student Organization Resource Center (SORC) or a university-wide supplier. University departments that may be involved include, but are not limited to, the following:

A. Environment, Health and Safety (EHS)-
   1. *Food Safety-*
      Food Safety shall participate in the planning of events that serve food. If deemed appropriate by Food Safety, departmental personnel may be required to be present during the event. Pre-packaged snacks, water, coffee, donuts, and cookies are preapproved.

   2. *Fire Safety-*
      Any requests for open flames on University Grounds (examples: cooking grills, camp fires, etc) must be reviewed by the University's Fire Marshall.

B. Logistics, Transportation and Parking (LTP)-
   1. *Parking -*
      LTP shall participate in planning events that require any use of parking spaces, parking lots, parking structures, the need to reroute bussing schedules, and any special parking permit requests.

   2. *Moving & Trucking (M&T) –*
      M&T offers PVB barricade (Portable Vehicle Barricade) rental and placement for vehicle mitigation and crowd safety; staffed support for moving event supplies and equipment is available at a labor rate.

C. Architecture, Engineering and Construction-
Construction is an ongoing process at the University of Michigan. In general, construction schedules cannot be changed to accommodate events.

D. Custodial & Grounds Services –
Grounds Services will assist with sprinkler shut-off, temporary trash containers, waste removal, and grounds clean-up after the event if necessary. The user may be asked to provide a University shortcode to ensure the funds required are available.

E. Maintenance Services -

1. *Power and Electrical Equipment-*
Electricity for amplification or other authorized use by calling the Facilities Service Center (FSC) and obtaining a work order. Five working days advance notice is required for the scheduling of electrical connections. Fees will be assessed to the sponsoring organization for power costs and the labor for set-up and removal of equipment. Labor charges will be assessed at a rate of 1.5 times the normal rate for work performed on Saturdays, Sundays, or other designated University holidays.

2. *Tents and Other Structures-*
The following applies to temporary structures, raised platforms, shanties, tents and other three-dimensional constructions to be used in conjunction with an activity or used independently. Space limitations require that temporary, three-dimensional structures be restricted in size, and number. Event coordinators are to work through the university-wide supplier list for tent rentals. Also, F&O Event Coordinator will determine proper placement of all tent/structures. If your organization is interested in deploying any form of structure or rental item, such as inflatables, it may not exceed the 8 foot height restriction.

   a. Safety:
   All temporary structures will be sturdy and constructed with safe materials. In no case shall a temporary structure contain divided interior spaces, walls, or other features which may allow assailants or others to hide. Inflatable games must be attended by volunteers from the hosting organization at all times.

   b. Diagram:
   All requests for structures require a diagram detailing the size and construction of the structure, with particular emphasis placed on proposed compliance with safety regulations. Diagram must be submitted at the time of application and request for use of space.

   c. Standard Characteristics of Approved Tents:
      - A size no greater than 10' x 10' per unit (though more than one unit may be used at a time to gain coverage area).
      - Self-standing or self-supported (requiring no use of wires, cables or other supporting materials).
      - Sturdy, non-dangerous construction (prevention of collapse).
      - No use of stakes or other driven-in anchors on tents/canopies under 60 feet wide (weight bags are acceptable and encouraged).
      - Capable of rapid set-up and removal without excessive equipment.

d. Limited Use:
   - Enclosed tents and/or encampments are prohibited. Temporary structures, including tents, shall not be inhabited, or otherwise used as long-term shelters.
   - Temporary structures may not occupy a site more than a total of 10 days per month.

e. Maintenance:
   Upkeep of the structure is the responsibility of the eligible user, the individuals signing on its behalf and/or its members. Eligible users are required to keep the immediate area free of litter and to remove all their materials from the area upon completion of use. Trees and shrubs shall not be used as structural supports. Damage to grass, trees, or shrubs resulting from the erection or use of a Temporary Structure shall be repaired/replaced at the expense of the eligible user, the individuals signing on its behalf, and/or its members. Structures that are not taken down and removed by the eligible user at the end of the event will be removed by the University with costs assessed to the eligible user, the individuals signing on its behalf and/or its members.

f. Security:
   Division of Public Safety & Security must be contacted to make arrangements for security services to watch any tent left overnight.

F. Division of Public Safety and Security (DPSS)-

1. *Security-*
   DPSS is responsible for safety and security issues on campus. To help minimize the risk of safety and security-related occurrences, the presence of DPSS officer may be required at events on campus. DPSS should be involved early in the planning process so that appropriate staffing needs may be considered. Staffing for events will be determined after a throughout assessment of the event plans has been made. The number of officers staffed at an event may vary based on several factors including, but not limited to: estimated number of attendees, the nature of the event, methods of outreach and advertisement, and past history of the event or similar events. If any tent/structure is approved to be left up overnight, DPSS must be contacted to arrange for overnight tent security. All security-related costs are the responsibility of the eligible user.

2. *Emergency Management-*
   Emergency Management serves the University of Michigan community by preparing for, protecting against and responding to broad range of emergencies that could impact our people, operations and environment. Also, facilitating partnerships and coordination with internal UM units as well as local, state and federal partners.
   Staffing for events will be determined after a throughout assessment of the event plans has been made.

G. Finance-
   The Insurance and Claims Administration department mission is to minimize the adverse effects of loss due to accidents or other unforeseen events. As a result, Insurance and Claims Administration will determine what events will be covered by the University and what events may need additional insurance.

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VI. Compliance

Compliance with all applicable laws, ordinances, regulations, policies and guidelines is the responsibility of the eligible user. Eligible users include individuals signing the application for use, members of the sponsoring organization, and individuals or organizations sponsoring a non-affiliated group. Eligible users are responsible for the conduct of their events, according to the principle of shared responsibility as outlined below.

Approval for use may not be transferred or used in any manner in which an eligible user effectively transfers approval for use to any other group or individual.

Failure to comply with these or other applicable regulations or failure to reimburse the University for costs incurred in connection with an approved use may result in revocation of permission to use University grounds or facilities for the remainder of the term and/or for future terms. The Associate Vice President for Facilities and Operations shall implement this part of the guideline and shall determine the degree of responsibility of an eligible user for violations of this guideline or other applicable regulations as follows:

A. Shared Responsibility

The University of Michigan is committed to developing policies and procedures that support the idea that responsibility for activities taking place on University property is shared by the user and the University. Therefore, when determining responsibility of an eligible user for a violation or non-compliance with the Guideline for Use of the University of Michigan Grounds or other applicable regulation by attendees, participants, speakers, eligible users, or members of eligible user organizations, the following factors should be considered:

1. Proper, thoughtful prior planning. This may include but is not limited to:
    a. Timeliness of planning the event and scheduling space.
    b. The accurate estimate of expected attendance, and procedure used to estimate, as they apply.
    c. The provision/planning for an appropriate number of support personnel (may include members of the sponsoring group and/or University personnel).
    d. Proper contingency plans in place for use when unexpected circumstances occur.
    e. Any other steps taken to minimize the risks of incidents or non-compliance, such as incorporating guidelines/regulations into advertising.

2. Proper actions conducted during the event to discontinue or minimize the impact or scope of a violation. This may include, but is not limited to:
    a. The announcement and/or distribution of guidelines or rules to attendees during the event or in response to the violation.
    b. Direct or indirect efforts by members of parties involved to stop or minimize the impact and scope of the violation.
    c. Proper, timely notification of additional safety and security resources to respond to the violation, if applicable. These resources may include support from the following offices: Division of Public Safety & Security, the Dean of Students, Pierpont Commons, and Center for Campus Involvement.
    d. The identification of the person(s) causing the violation and their relationship to the eligible user.
    e. The events (if known) causing, contributing to, or leading to the violation.

3. Proper steps taken after the violation to minimize the impact and/or scope of a violation. This may include, but is not limited to:
    a. Cooperation with University officials, law enforcement personnel, and any other persons seeking information and/or help in an official capacity.
    b. The repayment and/or admission of any damages or charges that are uncontested by the parties involved.

B. Suspension of an Activity or Event

Within the parameters of Standard Practice Guide 601.1, "Freedom of Speech and Artistic Expression," an activity or event may be suspended if the speakers, eligible user, or persons responsible for the event directly threaten public health and/or safety, unreasonably interfere with the operations or use of University buildings or grounds, damage University buildings or grounds, or violate the terms and conditions of the permit and/or this policy.

Individuals attending an activity or event may be removed if they engage in criminal activity at the event or if they unduly interfere with the freedom of expression or communication of the speakers.

C. Reimbursement for Costs

1. *Eligible Costs*:
   The University will assess those individuals directly responsible for the following costs including but not limited to: litter pick-up, repair or replacement of damaged trees, grass and shrubbery; removal of paint on buildings, columns, sidewalks or any other surface; removal of signs and banners; removal, storage or other disposition of any three-dimensional structure; costs incurred through any other damage, destruction or defacement of University property.

2. *Payment of Costs:*
   Eligible costs will be billed directly to the organization, the individuals signing on its behalf, and/or its members when the costs exceed the amount of the estimate or costs may be billed to those individuals directly responsible.

VII. General Prohibited Uses

Prohibited uses include, but are not limited to:

A. Threats to Health or Safety

Any event, activity, furnishing or structure that threatens the health, safety or environment of the University community or its functions as an institution of teaching, learning and research is a prohibited use. Simulated gun play, such as nerf guns and bow and arrows, are strictly prohibited. Examples of such hazards include, but are not limited to:

1. *Health-*
   Examples of health risks include, but are not limited to: trash, garbage or other decaying materials.

2. *Safety-*
   Examples of safety hazards include, but are not limited to: enclosures in which assailants or others can hide, objects that cause tripping or other hazards, exposed electrical lines, sharp edges or protruding nails, scaffolding or other raisers over three feet without safety railings, and displays that have not safely been maintained. Safety hazards are caused by displays that block or obstruct pedestrian or vehicular circulation routes and displays that interfere with the proper maintenance of the campus (e.g., snow removal, care of landscapes and trash removal). Safety can be endangered by crowds that exceed the capacity limits of the assigned space.

B. Obstructions
All handicapped and non-handicapped accesses, fire lanes, ramps and railings to buildings must remain unobstructed at all times.

C. Ecological Damage
An eligible user is required to keep the immediate area free from litter and to remove all of their materials from the area upon completion of use. All items must be kept clear from any trees, benches or other stationary objects on University grounds. Trees, grass and shrubs shall not be altered, damaged or destroyed. Trees and shrubs may not be used to hang signs or banners.

D. Damage to University Buildings and Grounds
Examples of property damage include, but are not limited to: breaking or uprooting of trees or shrubbery, painting on buildings, columns, sidewalks or any other surface; defacing buildings, columns, sidewalks or any other structure; or in any other way damaging any building or other fixture on University property.

E. Vehicular Restrictions
In general, motorized vehicles may not be operated on common areas, including sidewalks. A general exception is made for emergency vehicles. Exemption from motorized vehicle restrictions must be granted through the Office of the Vice President for Facilities and Operations.

F. Graffiti and Improper Postings
Painting, posting, taping or defacing in any manner buildings facades, grounds, structures, walkways, walls or trees is not allowed. Chalking with water soluble chalk is allowed on University sidewalks and plazas. Aerosol spray chalk is not acceptable on any surfaces. Chalking is prohibited on other University property including, but not limited to, buildings, columns, seating walls, steps and other surfaces, structures and fixtures. The University has no responsibility for maintaining or removing chalk placed on sidewalks and plazas.

G. Banners
For requests to hang banners on property owned by the University of Michigan for **five days or more** in duration refer to the "Guidelines for Banners on Light Poles" and "Guidelines for Banners on Buildings" . If banner placement is associated with an outside event and is **less than five days** in duration, requests must be made via submission of an Outdoor Event Request Form to Facilities and Operations - Events for approval. Wire/lawn signage are note allowed on-campus.

H. Hammocks
For use of hammocks on property owned by the University of Michigan refer to the "University of Michigan Hammock and Slackline Policy".

NOTE: These guidelines are reviewed annually and are subject to change. Please review the guideline at VPFO-UPI website for the most up to date information.