**PRM-017: Use of University Facilities, Property, and Limits on Direct Solicitation and Advertising**

Table of Contents:

**Policy Statement**

 General Access

 Admission Fees

 Protests and Demonstrations

 Limits on Advertising, Sales, and Solicitation

 Use of the Lawn and Gardens

Procedures

**Reason for Policy:**

The University of Virginia is a community in which the ideals of freedom of inquiry, thought, and expression are respected and sustained. The University is committed to supporting the exercise of protected expression in University-controlled facilities and property while maintaining an atmosphere free from disruption.

The University has established requirements for use of its facilities and property in order to: (1) focus on its mission; (2) provide a safe environment; and (3) preserve the aesthetics of the Grounds.

**Definition of Terms in Statement:**

**University Facility:** Any defined space of the University, including a room, lab, series of labs, building, or controlled outdoor area.

**University Property:** Land or buildings that the University owns or leases and that is under the direct control of the Board of Visitors. University property also includes premises the University uses for activities of its offices, departments, personnel or students.

**Student groups or organizations:** Student groups or organizations that have an active Contracted Independent Organization Agreement, Fraternal Organization Agreement, or Special Status Organization Agreement with the University.

**Affiliated persons**: (1) Students who are registered or enrolled for credit- or non-credit-bearing coursework and (2) University employees, consisting of all full-time and part-time faculty, University staff, Medical Center employees and classified staff, wage employees (including temps), professional research staff, and post-doctoral fellows, acting within the course of their employment.

**Unaffiliated Persons**: Any person or party who is not an affiliated person.

**Policy Statement:**

The use of University facilities and property must:

* not disrupt student education, academic activities, research, patient care, scheduled events, University functions, residences, or the faculty/staff work environment;
* be safe for participants and not generate security issues; and
* preserve the integrity and aesthetics of the University’s property.

**Exclusions:**

This policy does not apply to: (1) use of University facilities and property for official events sponsored by the University; (2) use of University facilities and property by its employees acting within the course and scope of their employment; or (3) vendors and other unaffiliated persons or parties that have a contractual relationship with the University.

Expressive activity under this policy is not considered speech made by, on behalf of, or endorsed by the University of Virginia.

**(1)** **General Access to University Facilities:**

Subject to reasonable, time, place and manner restrictions including those outlined below, University facilities may be made available, on a first come, first served basis with priority given to student groups or organizations over unaffiliated persons or parties. Access shall be granted without regard to the content or viewpoint of speakers or their sponsors. Individual schools and departments may adopt guidelines governing the use of their facilities provided that they are consistent with this policy. Unauthorized entry into or occupation of any University office, building, or area is prohibited.

1. **Access by Student Groups or Organizations:**

 Student groups or organizations have priority over the use of University facilities designated for student activities. Other University facilities, including available academic spaces, may also be reserved for extracurricular activity by these groups or organizations.

1. **Access by Unaffiliated Persons:**

 Unaffiliated persons or parties (i.e., businesses, commercial sponsors, non-profit organizations, employees not acting in the course and scope of their employment, etc.) must be sponsored by a student group/organization or a University school or department in order to use University facilities. The event must be conducted in a manner that does not hinder or disrupt the University’s mission. If a resource or scheduling conflict arises, events by University schools or departments and student groups/organizations shall have scheduling priority over events and activities conducted by sponsored unaffiliated persons.

1. **Access by Students, Faculty/Staff, and Alumni for Weddings & Memorial Services:**

 The University Chapel, select locations in Newcomb Hall, and Ern Commons may be made available to affiliated persons and alumni for weddings and memorial services. Procedures governing the use of these facilities for weddings are available in Event Planning Services.

**(2) General Access to University Property:**

1. **Access by** **Affiliated Persons:**

Affiliated persons may utilize outdoor University property for expressive activity, including peaceful demonstrations and protests, so long as they do not disrupt normal operations or obstruct access to offices or buildings. Unauthorized entry into or occupation of any University office, building, or area is prohibited.

1. **Access by Unaffiliated Persons:**

Unaffiliated persons wishing to engage in public speaking or distribution of literature on outdoor University property may do so in designated locations. Public speaking means speech or expressive activity directed to a general audience or non-specific persons. Persons wishing to utilize the spaces designated for public speaking or distribution of literature may do so by contacting the Office of the Dean of Students, Event Planning Services at least 7 days in advance of the desired speaking date. Reservations are allocated on a space-available basis with priority given to affiliated users. Reservations are for two-hour blocks, with a maximum of one two-hour block per speaker per week. Use of such spaces must conform with University policies and Event Planning Services rules and must not block pedestrian or vehicular traffic or impede normal University operations.

In addition to the opportunities for speech by unaffiliated persons outlined in this subsection, University-related speaking events open to the public or to select unaffiliated persons create a right to peaceful demonstration and protest in specific relation to such events, in a manner that (1) does not impede normal operations or obstruct pedestrian or vehicular traffic, (2) is consistent with University policies, and (3) complies with any event-specific security requirements.

 **(3) Duties Toward Speakers:**

No person may disrupt an invited or permitted speaker or hinder the ability of other attendees to see or hear a speaker. Persons engaging in disruptive behavior under this policy may be removed, subject to disciplinary action, and/or prosecuted for trespass, disorderly conduct, or other offenses under state law.

**(4) Admission Fees:**

Admission may be charged for events sponsored by University groups and student groups/organizations, but no admission fees may be charged for events held at the Rotunda.

**(5)** **Limits on Advertising, Sales, and Solicitation:**

Direct advertising, sales, and solicitation by outside vendors are not permitted on University property, in University facilities, in University Housing, or in the Medical Center. Student groups or organizations may, however, engage in promotional and fundraising activity if such activity does not disrupt University business, generate security issues, duplicate services or goods provided at the University, block sidewalks or roads, impair the aesthetics and integrity of University property, or generate personal profit for individuals.

The following sites may be reserved for promotional activities or fundraising by student groups or organizations: Northwest sidewalk of the lower Lawn, Second Floor of Newcomb Hall, Monroe Plaza, and Observatory Hill. No sales or promotional activity is permitted on the upper Lawn, in the Academical Village, or in the Gardens. Promotional activity or fundraising by student groups/organizations shall occur only between the hours of 9 a.m. and 7:00 pm.

 **(6)** **Use of the Lawn and Gardens:**

Tables are permitted on the South Lawn only by reservation by student groups/organizations or University schools and departments and may not be used for a period of time that exceeds three consecutive calendar days. Given the residential and historical nature of the Lawn and Gardens, outdoor events at or around the Lawn, South Lawn or Gardens must be approved, in advance, by Event Planning Services. Use of the Lawn will typically only be approved for University-wide ceremonies and events sponsored by a University school or department. No structure is permitted on the Lawn except those deemed necessary to accommodate residents and visitors or support official University functions.

Questions about application of this policy may be directed to the Office of the University Counsel at (434) 924-3586.

**Event Planning Services Reservation Procedures for Unaffiliated Persons:**

1. Persons wishing to engage in public speaking or to distribute literature are

required to reserve space by registering in advance with the Office of the Dean of Students, Event Planning Services. Reservations are allocated on a space-available basis with priority given to affiliated persons. Reservations must be made no more than four weeks and no less than 7 days in advance of the date of anticipated use.

1. Reservations are for two-hour blocks between 9 am and 5 pm, Monday through Friday. A specific individual or group may reserve up to one two-hour speaking block per week. Reservations are valid only for the date authorized by the Event Planning Services on the Speaker Registration Form.
2. Reservations may be made by an individual or **group of up to 25 persons**. A group making a reservation must designate one contact person for the group, and the contact person is permitted to reserve up to one two-hour block per week. Additional reservations made for the same group under a different name are not permitted.
3. A copy of the Speaker Registration Form must be available for inspection upon request by University officials.
4. In accordance with [Title 8 Education, Agency 85, Chapter 20 of the Virginia Administrative Code](https://law.lis.virginia.gov/admincode/title8/agency85/chapter20/), persons who engage in public speaking or distributing literature under the Event Planning Services Reservation Policies are prohibited from carrying dangerous weapons, including guns, knives, or instruments for cutting, stabbing, or bludgeoning.
5. Unaffiliated persons wishing to speak publicly or to distribute literature must comply with these rules and with University policy, including the amplified sound policy and the prohibition on the sale or promotion of commercial goods or services. Unaffiliated speakers are prohibited from

-blocking pedestrian or vehicular traffic and

-impeding normal University operations.

1. Failure to adhere to the above described University procedures will result in revocation of an approved reservation, other appropriate administrative action, and/or prosecution for trespass or other offenses under state law.