



# Administration & Finance

## Policy & Procedure

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**Issuing Office:** Campus Center & Event Services **Policy Number:** FY15-CC&ES-001-00

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Policy Name: University Space Use Policy

Original Date Issued: Monday, August 3, 2015

Purpose:

The University recognizes the importance of providing access to space and facilities for both internal and external groups to organize activities beyond the standard and/or essential operations and activities of the University. The need to designate areas for use to accommodate such activities of a diverse University community is an important aspect of its mission. Use of such designated facilities shall be allowed by the Office of the Chancellor and the Division of Administration and Finance in accordance with federal, state and local laws and shall not be for the purpose of organizing or carrying out unlawful activity.

This policy will:

- » Establish reasonable time, place, and manner requirements for the use of university space to avoid disruption to instructional activities and/or essential operations;
- » Identify prohibited and disruptive activities;
- » Establish space use priorities for departments, student organizations and external organizations;
- » Identify spaces and facilities for conferences, meetings and events, as well as activities that may not be part of the regular and/or essential operations of the university;
- » Outline the fees associated with the use of university space, equipment and resources;
- » Establish policies, processes and procedures for the use of spaces and facilities for events and other non-academic activities.

This policy is based, in part, on the 2002 policy titled: *Sponsored and Un-sponsored use of University Facilities*.

Implementation:

The Campus Center and Event Services department at UMass Boston is responsible for implementation of this policy, including systems, training, communication and associated billing and invoicing. Implementation requires close collaboration with various departments including, but not limited to, the Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including the UMass Boston Police Department, Student Activities and the Dean of Students Office.

Applicable to:

All UMass Boston faculty, staff, students, internal/external organizations and guests.

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**I. Time and Place**

The University has established reasonable time, place and manner requirements for university space to avoid disruption to or substantial interference with instructional activities and essential operations.

- » Indoor and outdoor spaces may be used for activities between 6 a.m. and midnight. To protect the safety and security of participants, activities will not be permitted from midnight to 6 a.m. Exceptions to the policy may be granted by the Office of Event Services only after collaboration with The UMass Boston Police Department and the Office of Student Activities;
- » Conferences and special events may not be scheduled in faculty and administrative offices, or academic buildings while class is in session.
- » Private spaces and facilities throughout the campus under the control of departments may be reserved for university activities at the discretion of such offices or departments;
- » The number of participants at any event shall be limited to the number allowed under the applicable fire code and standards;
- » The university reserves the right to assign space based on priority, the needs of the event, and the most efficient use of space;
- » These time, place and manner requirements are subject to change without prior notice.

**II. Prohibited and Disruptive Activities**

The University of Massachusetts Boston will hold accountable all persons and organizations utilizing campus property for actions which violate University policies and regulations. Any faculty, staff or student member of the University who engages in disruptive conduct will be subject to disciplinary action. Such improper actions include but are not limited to:

- » Material disruption of or interference with instructional activities and other University business and campus events;
- » Actual or threatened physical violence, or other forms of harassment, or destruction of University, or other public or private property;
- » Interference with free entry to or exit from University facilities and free movement by individuals;
- » Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights;
- » Damage to University property, which shall cause the demonstrators to be responsible for reimbursing the University for the cost of the cleaning, repair or replacement of such property;
- » Acquisition, possession, transportation and consumption of alcoholic beverages, which may violate various statutes of the Commonwealth of Massachusetts, regulations of the Alcoholic Beverages Control Commission, or the Alcohol and Other Drugs policy of the University administered through the Office of the Dean of Students.

- » A full list can be found in the Student Code of Conduct at [www.umb.edu/campus-life/dean-of-students/student-conduct-process](http://www.umb.edu/campus-life/dean-of-students/student-conduct-process).

### III. Space Use Priority and Space Rental

The following framework is used to categorize each meeting and event to determine when rental fees apply for space and equipment. In addition to ensuring that space and equipment are used primarily by UMass Boston students and employees, these categories identify partnership events and external programs that require insurance and formal agreements to manage liability and risk.

#### A. Event Categories

- » **Internal: First Priority** (no rental fee)

Events that meet all of the criteria below are not charged for space or equipment. There may be fees for special equipment rental, support staff assignments required by the university for maintenance, setup, security, and/or catering.

1. **Origin:** The space request is submitted by a UMass Boston department or registered student organization. Event is created/developed by UMass Boston.
2. **Audience:** Event is primarily for the UMass Boston community. At least 51% of the guests are faculty, staff and enrolled students.
3. **Funding Source:** Event is supported exclusively by university funds.
4. **Partnership:** Event is planned and supported without any involvement from non-university organizations.

- » **Partnership: Second Priority** (Rental fees are paid for using university funds. The university discount is applied to rental fees for space.)

Events meeting *any* of the following criteria will incur charges for space and equipment rental. Space rental includes setup/breakdown, in-house tables, chairs, and any AV systems permanently installed in the space. There may be fees for special equipment rental, and support staff assignments mandated by the university for maintenance, setup, security, and/or catering.

1. **Origin:** Space request is submitted by a UMass Boston department or registered student organization and the event is created/developed in partnership or by collaborative effort with an external organization.
2. **Audience:** The event's primary audience is not the university community. At least 51% of attendees are not faculty, staff, or currently enrolled students.
3. **Funding Source:** Event is financially supported by external means such as sponsorship, admission/registration fees, fundraising, or ticket sales. However, all event expenses must be paid through a university budget number. (University departments and student organizations contracting conferences or events costing \$500 or more must obtain signature approval in advance from their Vice Chancellor or College Dean.)
4. **Partnership and Space Access:** A UMass Boston department is facilitating space access for a non-university organization through a formal partnership agreement.

#### University Discounted Rate Requirements:

To ensure equitable application of the University discounted rate, the following criteria must be met. Failure to meet these criteria will result in categorization at the Standard Rental rate.

- UMass Boston user must request the space;

- UMass Boston representative must serve as the primary contact/planner for all event-related details for the duration of the planning process;
- UMass Boston department pays for space and equipment rental fees using their department budget account.

» **External: Third Priority** (Standard rental fees apply for space and equipment)

The meeting or event is an initiative of a private company or individual. Full rental fees will be charged for space and equipment.

#### Discounts

The following rate adjustments may be applied to space and facility rental fees. Fees for equipment and support staff assignments are not discounted.

- » Nonprofit (501c3) organizations: 10% discount on space or facility
- » Employee/alumnae personal event: 15% discount on space or facility
- » Professional Network Referral: 30% discount on space or facility is given to external networks and professional associations when referred by a university employee who is a member of the network or association. The discount is applied to the standard rental rate and cannot be combined with nonprofit discount.
- » Half-day Discount (morning only): 30% discount on space or facility is applied to University Rate and Standard Rate events concluding by 1 p.m..

#### B. Event Category Policies

- » Fronting: University departments and registered student organizations may not use their privileges to access space or equipment for non-university organizations or commercial entities to avoid fees or receive discounted rental fees. Instances of “fronting” for non-university organizations or commercial entities will result in an adjustment of all fees to the appropriate rate category.
- » Student Organizations: Student organizations are never charged for rental of space or equipment unless they are planning an event in partnership with an external organization and/or providing shared access to university space and resources.
- » Fee Waivers: The university is unable to waive or eliminate rental fees for space or equipment. As an Arm of the State, we are obligated to apply rental rates fairly and consistently. We would never want to be perceived as offering a discount to one group, but not all.

#### C. Space Rental Fees

The university has established rental rates for all university space and resources. Rental rates, alongside all university fees, are reviewed and approved annually by the Board of Trustees. A list of current rental rates can be obtained by contacting the Campus Center and Event Services Office. The average rental rate increase is 3% per fiscal year.

#### D. Rental Period and Contract

The rental period is 6 a.m. to 12 a.m. This includes preparation, setup and breakdown by the department, student group or external organization. All University Rate and Standard Rate events will be confirmed by a university contract, which contains specific language regarding deposits, payment, cancellations and insurance requirements. *See Appendix A & B for copies of space rental contracts*

#### E. Insurance Requirements for Events

University Rate events are considered primarily university events and are therefore covered under the self-insured status of UMass Boston. These events do not require additional insurance coverage.

Standard Rate Events must maintain comprehensive general liability insurance, insuring against liability for bodily and personal injury to, or wrongful death of persons, or damage or losses of property occurring in or about the premises arising out of the USER's use or occupancy thereof, in an amount not less than:

1. \$1,000,000 Bodily Injury
2. \$1,000,000 Personal Injury Liability
3. \$1,000,000 Property Damage Liability

Additional coverage requirements are detailed on the Event Agreement.

#### **F. Overtime Staff Assignments**

Overtime charges (billable hours) apply when support staff is required to work outside of the regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Billable hours are automatically charged to the hosting department during the pay-period of the event. There is a 4-hour minimum charge per employee assigned. In addition to the employee's premium hourly rate, a [meal stipend](#) may be charged to the department's account.

Staffing assignments include:

- » Setup Crew: Prepares spaces per the instructions listed on the Event Confirmation. This includes but is not limited to setting up chairs, tables, stages, etc.
- » Event Maintainer: Assigned to events taking place outside of regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.) when the guest count exceeds 125 attendees. Maintainers may be utilized if additional resources, such as tables and chairs are needed. They can also assist with trash and facility related issues. Maintainer assignments extend 30 minutes before and after scheduled event times.

#### **G. Recognized Student Organizations**

Students pay a student activities fee and a Campus Center fee each semester. Therefore, student organizations will not pay space rental and equipment fees when the attendees and sponsors are primarily students (this includes student organization fundraising-related programs/events). In addition, there are no charges for equipment, AV, staging, dance floors, etc. student organizations may still be charged when:

- » The event requires setup overtime, event maintainer, Police detail, AV Services, etc.
- » The student organization is partnering with an external organization or offering/providing external organizations/individuals access to space.

### **IV. Spaces and Facilities**

The complete list of spaces and facilities is maintained in 25Live, the university's space and scheduling software. The space and facility database is maintained and updated collaboratively by Event Services, Campus Master Planning, Facilities, AV Services and Classroom Technology, and Application Services. The university reservation process and policies that govern space use at UMass Boston apply to the use of the following locations:

- » Athletics Facilities: Clark Athletic Center, Beacon Fitness Center, Monan Park, and Softball Field
- » Campus Center: Event and meeting spaces, atriums, terraces, dining rooms, game room
- » Common Areas: Atriums, lobbies, and dining areas
- » Healey Library: Classrooms and auditoriums
- » Integrated Sciences Complex: Atriums and meeting rooms
- » Marine Operations: MV Columbia Point, Fox Point Pavilion and Boats/Vessels
- » McCormack Hall: Meeting rooms, classrooms, and auditoriums
- » Outdoor: Amphitheatre, courtyards, informal recreation fields, basketball court, lawns, plazas, quad, parking lots, and sidewalks.
- » Residence Halls: Meeting rooms and dining area
- » University Hall: Atrium, dining area, classrooms, auditoriums, and performance spaces
- » Wheatley Hall: Classrooms and auditoriums

## V. Space Scheduling and Related Policies

### A. Scheduling Software and Reservation Processes

25Live is UMass Boston's scheduling and calendar software system. The system is used to reserve indoor and outdoor spaces, manage event support resources and staff assignments. 25Live also serves as the database of all event information fed to the university event calendar [www.umb.edu/events](http://www.umb.edu/events).

- » Faculty, staff and students use 25Live to submit space requests for non-academic events online;
- » Requests must be submitted at least seven days (five business days) prior to the event date;
- » Space is made available on a first-come, first-served basis;
- » Priority is given to university departments and student groups over external organizations. When space request conflicts arise, space is scheduled using the following priority:
  1. UMass Boston student organizations and university departments
  2. University partnerships or collaborations
  3. Non-University events
- » Spaces are not considered booked until the client receives an event confirmation.
- » Each activity or event will be scheduled in an available space where the capacity and/or layout is appropriate for the size and/or nature of the proposed activity or event.
- » To optimize the overall use of University facilities, Event Services reserves the right to assign and/or change the location, reservation start time, or reservation end time of a scheduled or proposed activity or event.

### B. Space Reservation Policies

- » **Recurring Events/Meetings/Practices and Block Space Holds:** Given the high demand for meeting, conference and event space, a request may be denied if it monopolizes the same space on the same day each week, consecutive days, or for extended periods of time. Event Services may deny any space request which holds a large block of space(s) on consecutive or ad-hoc dates, unless it is part of a single conference or event. This policy also applies to recurring practices and rehearsals requesting the ballroom or other multipurpose spaces.
- » **Specific Space Assignments:** Requests for specific spaces will be considered; however, spaces will be scheduled based on priority, the event's needs, and the most efficient use of space. Event Services reserves the right to reassign space with the appropriate notice, signage, and price changes.

Priority is given to university departments and student groups over external organizations. When space request conflicts arise, space is scheduled using the following priority:

1. UMass Boston student organizations and university departments
  2. University partnerships or collaborations
  3. External/Non-University events
- » **Changes and Cancellations:** Changes and cancellations must be received in writing five days before the event date.
  - » **Privately Managed Spaces:** A limited number of spaces are privately managed (ex. Chancellor's Conference Room). Every effort is made to use 25Live to schedule events in privately managed spaces. This practice ensures activities appear in the university calendar and are viewable by campus service providers. In these limited instances, the space and events are not managed by the Event Services Office.
  - » **Inclement Weather Policy:** Severe weather or other states of emergency may require the shutdown of the university campus. If the university is closed due to snow or other inclement weather, all UMass Boston events may be cancelled. University event staff monitor weather conditions routinely and will contact event sponsors if there is cause. If cancellation is by the university or the Event Sponsor due to inclement weather or other emergency conditions, an alternate date based upon availability will be arranged.

## VI. General and Building-Specific Space Use Policies

### A. Campus Center and Academic Classes

The Campus Center serves as the “living room” and community center of UMass Boston. While the facility strongly supports the academic mission of the institution, it does not serve as an academic building. Reservations for academic classes, class series or study sessions/workshops will not be accepted and must be made through the Registrar’s Office. However, requests for a special, one-time class project or program related to an academic course will be accepted.

### B. Use of Candles, Open Flame and Sterno Fuel

Candles, torches, pyrotechnics or open flame of any kind are not permitted. Open flame is a severe fire and safety hazard and may activate building smoke/fire detection devices, triggering alarms and emergency response teams. Sterno fuel is permitted, however sterno devices must be attended at all times by a member of the Food Service staff, contractor or vendor who has been trained in Sterno use and fire safety. Sternos may only be used on regular cloth table covers. Combustible materials (ex. Paper plates, napkins) shall be separated by a minimum of three feet from each sterno. A full list of fire safety procedures can be found online at: <http://www.umb.edu/environmental-health--safety/fire-safety>.

### C. Fixed Layout and Preset Spaces

Many classrooms, meeting and event spaces have fixed seating/furniture with a defined setup style (ex. classroom, boardroom, lounge or dining room). These spaces are not intended for multipurpose use. Rearranging the layout may damage the furniture or impact other classes and events taking place after an activity concludes. Departments, student organizations, external clients or guests may be charged a reset fee if they change the layout for a fixed meeting room or space. This fee will be utilized to repair and replace furniture damaged from this type of activity.

### D. Posting Areas and Guidelines

Posting, stapling or nailing fliers or materials to walls or surfaces that are not designated as posting areas is prohibited and postings will be removed and recycled. Posting in unapproved areas damages the paint and causes unnecessary and unsightly wear on our facilities. Posting should be limited to designated bulletin boards or easels. Departments, student organizations and guests may be responsible for damage related to inappropriate postings. Groups may use painters’ tape to post items for events.

### E. Chalking

Advertising with Sidewalk Chalk is only permitted on sidewalks, or on the plaza level outside of the buildings. Chalking is not permitted on staircases, parking lots, or building walls. Chalking must be at least 25 feet from building entrances. All chalk advertisements must include the name of the organization and date of the program/event. Organizations may chalk 48 hours before the date of their event/program. Chalk placed more than 48 hours in advance may be removed and chalk may be removed after the program concludes. Chalking that contains hate-oriented language or a similar remark is not permitted and will be removed immediately. Violators will be held to the Student Code of Conduct.

### F. Tobacco-Free Campus

UMass Boston is a tobacco-free campus. Tobacco or the use of tobacco is not permitted on university property. The Tobacco Free Campus Policy is intended to eliminate exposure to secondhand smoke, provide an environment supportive of tobacco free lifestyles, mitigate the risk of accidental fire, eliminate the health risks associated with excretion from smokeless tobacco, and eliminate the environmental impact of cigarette litter. [Tobacco Free Campus Policy: www.umb.edu/media/umassboston/content-assets/documents/pdfs/Tobacco-Free-Campus-Policy.pdf](http://www.umb.edu/media/umassboston/content-assets/documents/pdfs/Tobacco-Free-Campus-Policy.pdf)

### G. Bake Sales and Food Giveaways

Recognized Student Organizations and departments may conduct bake sales on campus, provided they meet the following criteria. These guidelines also apply to free food offerings related to marketing or event promotion:



- » Items sold must be approved baked/dry goods in original store packaging;
- » Individually wrapped items (e.g. Nutri-Grain Bars) with nutrition information available;
- » Homemade food products may not be offered for sale or otherwise distributed;
- » If the organization would like to prepare its own food items, it must partner with UMass Boston Catering (Sodexo) to prepare and serve food on-site;
- » Organizations may not sell items offered by an existing campus service provider or in conflict with existing university contracts for goods or services;
- » Food sales are restricted to a four-hour period and may not be offered on the first floor of the Campus Center during peak lunch hours (11 a.m. – 1 p.m.).

#### H. Games-of-Chance or Raffles

Any organization interested in holding a formal raffle is required to obtain the appropriate permits required by the City of Boston. Without a permit, departments, student organizations or external guests may not hold events, tabling fundraisers, or similar games of chance in which there is an admission fee, tickets sold, or cost to participate in any activity for which there is a “winner” or “winners that will win a prize or an opportunity to win/gain anything of value. Games of chance with prizes may be permitted if there is no admission free, ticket sales or cost to participate.

### VII. Amplified Sound for Indoor and Outdoor Spaces

There are restrictions on amplified sound for indoor and outdoor spaces to avoid disruption to or substantial interference with instructional activities and essential operations.

#### I. Outdoor Spaces

University policy permits the use of amplified sound during outdoor events with advanced notice and an approved outdoor event reservation.

Additionally, to prevent disruption to instructional activities and campus neighbors, sound levels must not exceed 70 decibels between the hours of 7 a.m. and 11 p.m., or 50 decibels between the hours of 11 p.m. and 7 a.m.

Sound level readings will be taken by the Event Services office at the perimeter of the reserved area, or 100' from the amplification device. Event organizers will be given one opportunity to lower and keep the sound below this level. A second infraction will result in an event’s immediate termination and dispersal. Event Services and the UMass Boston Department of Public Safety & Police department may request volume adjustments or relocate speakers.

#### J. Indoor Spaces

The use of amplified sound inside the open areas of campus buildings is restricted to avoid disruption to classes and essential operations. During regular business hours and while classes are in session, amplified sound is permitted within enclosed rooms only.

With advanced notice and a confirmed reservation, exceptions may be granted in specific locations during the hours below. Event Services may deny the use of amplified sound if sufficient advanced notice is not provided. Note: This policy may be lifted each semester for Fall and Spring Welcome Week activities.

##### **Campus Center** (lobby, atrium, terraces, point lounge)

Weekdays: 11 a.m. to 2 p.m., or after 5 p.m.

Weekends: No restriction on the use of amplified sound

- Only the Event Services AV equipment may be used during the approved times.
- Use of DJ/Musician/external sound equipment are limited to Wednesday and Thursday, 12 to 1 p.m. or on weekends.

##### **Integrated Science Complex** (atriums)

Weekdays: 11 a.m. to 1 p.m., or after 5 p.m.

Weekends: All day

- Only the video walls and microphones on the first and third floors may be used during the approved times.
- Music is limited to weekdays after 5 p.m. or on weekends.

**University Hall** (atrium and dining area)

University Hall is intended for academic instruction. Events, especially those with amplified sound are prohibited when classes are scheduled in the building.

Weekdays: Prohibited

Weekends: After the last scheduled class concludes.

## VIII. Course Scheduling and Academic Spaces

Classrooms are intended for academic instruction. Courses are scheduled by the Registrar's Office. Once the course schedule is completed for the upcoming term, all classrooms and auditoriums are released to the Event Services for scheduling non-academic meetings, events and activities. The following policies pertain to the non-academic reservations scheduled by Event Services in academic spaces:

### A. Academic Course Scheduling

Academic courses and course related requests (e.g. seminars, exams, study sessions, etc.) are scheduled by the Registrar in coordination with the Dean's Office College Schedulers, and should not be submitted through 25Live. Academic departments and faculty must contact their College Scheduler to discuss the space needs for their course or course-related activity. A list of College Schedulers is available online:

[www.umb.edu/registrar/faculty-staff](http://www.umb.edu/registrar/faculty-staff).

### B. Classroom Availability

Academic spaces (classrooms and auditoriums) may be requested after the Registrar's Office has finalized the course schedule for the term. Classrooms and auditoriums are released by semester as indicated below.

On **April 15**, events can be booked in classrooms during the following **Fall Semester**.

- » Fall Semester events                      April 15
- » Spring Semester events:                  November 15
- » Summer Session events:                  February 15

### C. Add/drop Period Block

Academic spaces are placed on a temporary scheduling hold during the add/drop course registration period at the beginning of each semester. Requests for meetings and events in classrooms will not be accepted during this time.

### D. Classroom Layouts

Academic spaces must be used in the existing layout. Furniture may not be added, removed, or rearranged.

### E. Classroom Technology

[AV Services and Classroom Technology](#) provides technology services and support in classrooms and auditoriums on campus. Please contact AV Services and Classroom Technology in advance to request services and equipment. Moving or reconfiguring the teaching desk and AV equipment in academic spaces is prohibited. Inventory is recorded prior-to, and after use of academic spaces. Requestor is liable for the cost of repair or replacement of damaged or relocated furniture or equipment.

### F. Food and/or beverage

Not permitted in auditoriums.

## IX. Solicitation, Vendor Sales, and Exhibitor Tables

The university provides space for vendors, businesses, and nonprofit organizations to sell merchandise, promote, sample goods, or conduct product demonstrations.

The sale or promotion of some products and/or services is prohibited. Prohibited products include, but are not limited to; travel services, insurance products, credit cards, utilities, mortgages or other loans, and/or subscriptions to any product or service. The sale of items already provided by an existing campus vendor, such as books, food, etc., requires special approval. UMass Boston does not endorse or approve the misrepresentation of trademarks, copyrights, or advertising by vendors. Any materials distributed should adhere to common sense guidelines of decency and appropriateness for our diverse population. The university may choose to provide an exception to the above policy to any vendor/business that has a current contract-for-service.

Under no circumstances may a vendor/organization/business collect names or other personal information from students, staff, or faculty. Vendors/organizations/businesses are not permitted to collect or solicit contact information, email addresses, phone numbers or other personal data from students, faculty, or staff, unless they receive written permission from the University to do so.

The vendor request process and current rates are outlined on the Vendor Agreement and Request Form (see appendix)

A Vendor Request Form must be submitted to the Campus Center and Event Services Office five business days prior to the proposed sale date. Event Services will work alongside external organizations to select dates.

## X. ADA Accommodations

The University of Massachusetts Boston is committed to the full inclusion of individuals with disabilities and continually improving the accessibility of our campus, event space, programs and activities. UMass Boston requires that events hosted on-campus are in full compliance with the [Americans with Disabilities Act](#) as amended in 2008. All events must be made accessible to all participants.

Departments, registered student organizations and external organizations may be required to provide event-related accommodations for events they are planning/hosting on university property. Accommodations may include, but are not limited to: Interpreters, dietary requests or handouts/materials in an alternate format (large print, Braille, audio). [www.umb.edu/crtix/ada/event-accommodations/](http://www.umb.edu/crtix/ada/event-accommodations/)

## XI. Protest and Demonstration Policy

The primary function of UMass Boston is to discover and disseminate knowledge by means of research and teaching. To fulfill this function, a free interchange of ideas is necessary not only within the university but also with the larger society. At the University of Massachusetts Boston, freedom of expression is vital to our shared goal of the pursuit of knowledge.

This policy is promulgated consistent with the University of Massachusetts system-wide [Guidance on Response to Demonstrations](#) and existing law including but not limited to MGL Chapter 6E, Section 14. It is intended to support, not supplant existing University policies and procedures. It applies to all members of the University community, including undergraduates, graduate students, and employees, as well as to guests and visitors.

Individuals exercising protest or demonstration at UMass Boston should not represent their views as official university positions.

By providing time, place, manner requirements for protesting or demonstrating on campus, the university does not sanction the messages that are being declared or the methods of expression used, unless expressly stated otherwise.

### A. Spaces for Protest and Demonstration (Public Assembly Locations)

The University recognizes four locations, here referred to as public assembly locations. Use of these locations requires the Advanced Notification Form process. Those locations are:

- » University Entrance: the grassy area in between the rotary crosswalk nearest to the Integrated Sciences Complex and the start of the University Drive West Bike Lane on the flat ground – not including the ISC amphitheater berm. Capacity of 250 people.
- » Campus Center Lawn: the grassy area between University Drive East and the Harbor Walk, not including the roadway or the Harbor Walk itself. Capacity of 12,000 people
- » Skylight Park Plaza: tan tiled area in-between Campus Center and Wheatley Peters building in front of the planter benches, not blocking plaza circulation as defined by dark grey tiles. Capacity of 50 people.
- » Campus Center 1<sup>st</sup> Floor Terrace – Campus Center 1-1500. Capacity of 300 people.

Interior spaces within academic buildings, administrative areas, libraries, computer labs, healthcare facilities, athletic facilities, and residence halls are restricted to their primary purpose and may not be used for protest or demonstration.

## **B. Disruptive Activities**

Conduct during a demonstration may not disrupt the University's operations, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others. When appropriate, the University shall endeavor to maintain open lines of communication with protestors or demonstrators as the demonstrators act in a manner consistent with University policy and the rights of others.

The University may stop protests or demonstrations under this policy if any of the below are observed, even if through no fault of the organizers. Individuals engaging in disruptive activities may be subject to disciplinary and/or legal action, including being directed to terminate the disruptive activity. The University will hold accountable all persons and organizations using campus property for actions which violate University policies and regulations. Such improper actions include but are not limited to: material disruption of, or interference with, instructional activities and other University business and campus events;

- » Actual or threatened physical violence, or other forms of harassment, or destruction of University, or other public or private property;
- » Interference with, including but not limited to, free entry to or exit from University facilities, accessible routes, elevators, ramps, or wayfinding signage, the free flow of vehicular, bicycle or pedestrian traffic, and free movement by individuals;
- » Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights. Interference with instruction and research are viewed as particularly disruptive to the University;
- » Failing to accommodate participants with disabilities upon request;
- » Damage to University property, which shall cause the demonstrators to be responsible for reimbursing the University for the cost of the cleaning, repair or replacement of such property;
- » Acquisition, possession, transportation and consumption of alcoholic beverages, which may violate various statutes of the Commonwealth of Massachusetts, regulations of the Alcoholic Beverages Control Commission, or the Alcohol and Other Drugs policy of the University administered through the Office of the Dean of Students a full list can be found in the Student Code of Conduct at [www.umb.edu/campus-life/dean-of-students/student-conduct-process](http://www.umb.edu/campus-life/dean-of-students/student-conduct-process).

## **C. Advanced Notification Requirement**

Individuals, departments, registered student organizations, and external entities organizing a protest or demonstration are required to complete a Protest and Demonstration Advanced Notification Form ([found on this page](#)). The Advanced Notification Form must be received and considered fully complete by the Campus Center and Event Services Office 5 business days in advance of the planned protest or demonstration. With the proper advanced notice, Event Services will have the necessary time to collaborate with university offices

to ensure participants' safety and to assist organizers in seeing that the demonstration does not disrupt essential university functions.

UMass Boston administration may notify its community of any activity that it learns of via the Advanced Notification Form and may distribute information that indicates the activity is not endorsed, affiliated, or approved by UMass Boston, as well how to report allegations of policy violations.

Protest or demonstration organizers may be directed to delay their protest or demonstration if the University cannot effectively support the activities due to safety or other logistical constraints.

#### **D. Impromptu Protest or Demonstration**

The University acknowledges that sometimes protest or demonstration by members of its community may be caused by immediate events for which the 5-day requirement is impractical. The University will work with individuals to comply with all other aspects of this policy, but exceptions to the advance notice requirement may be made when protests or demonstrations are caused by news or affairs coming into the public knowledge less than 24-hours previously. In these instances, the University will work with demonstration organizers to ensure compliance with all other aspects of this policy, including a prompt completion of the Advance Notification Form if the organizers express an intent to have additional days of protest.

#### **E. Counter-protests**

A protest, demonstration, or event on campus may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate temporary protest area may be designated by Event Services, the UMass Boston Department of Public Safety and Police, or Student Affairs for those persons with views that differ from the views held by the event organizers. Counter protests are subject to all liabilities listed in listed in section XI sub-section M of this policy. Organizers of events triggering counter protests may also be subject to liabilities listed in section XI, sub-section M of this policy.

#### **F. Protest and Demonstration Duration**

Protests and demonstrations are permitted within the confines of normal university operations (defined by times available for indoor and outdoor activities listed in section I of this policy as well as standard facility operating hours as published on the University website and/or the significant infringement of the rights of others.

#### **G. Noise Level and Amplified Sound**

All protests and demonstrations are subject to the same guidelines outlined in the Space and Facilities Use Policy under the heading Amplified Sound (Section VII of this policy).

University policy permits the use of amplified sound during outdoor events with advanced notice and an approved outdoor event reservation.

Additionally, to prevent disruption to instructional activities and campus neighbors, sound levels must not exceed 70 decibels between the hours of 7 a.m. and 11 p.m., or 50 decibels between the hours of 11 p.m. and 7 a.m.

Sound level readings will be taken by the Event Services office at the perimeter of the reserved area, or 100' from the amplification device. Event organizers will be given one opportunity to lower and keep the sound below this level. A second infraction will result in an event's immediate termination and dispersal. Event Services and the UMass Boston Department of Public Safety & Police department may request volume adjustments or relocate speakers.

#### **H. Space and Time Occupancy**

Any protest or demonstration in the four places of public assembly must adhere to stated occupancy limits and the number of participants at any event shall be limited to the number allowed under the applicable fire

code and standards. Whether indoors or outdoors, participants must adhere to building and space closure dates and times and will be required to vacate the building or space at the time of closure.

**I. Flyers, Posters, Banners and Signs**

Flyers, posters, chalking, banners, and signs are permitted as part of a protest or demonstration but may not impede the participation of others in the life of the University. They should follow all applicable advertising and posting policies. Additionally, community members or guests who deface or destroy property will be held accountable for the destruction of personal or university property. If the use of flyers, banners, and signs creates safety concerns or impedes the participation of others, University officials will require the individuals carrying the posters, banners, or signs to move to a different location or remove their materials.

**J. Marches, Parades, and Processions**

Marches, parades, and processions, as a form of protest or demonstration, cannot disrupt the University's operations, create a clear and present danger of the commission of unlawful acts, or infringe on the rights of others. They may take place on UMass Boston roadways and sidewalks. The advanced notification requirement in sub-section C of this section is mandatory for a march, parade, or procession.

**K. Prohibited Items**

UMass Boston administration and/or the Department of Public Safety and Police reserves the right to prohibit the use of items during protests or demonstrations that may present public safety risks including but not limited to the construction or placement of structures -- including but not limited to tents, burning of objects, use of combustible substances, and/or involving animals other than service animals.

**L. Policy Application**

Application of this policy does not preclude the application of other University policies or regulations as may be warranted by a given situation, e.g., Prohibited Activities, Space Reservation Policy, Amplified Sound Policy, and University Disciplinary Systems. Furthermore, a protest or demonstration that significantly disrupts the operations of the University or fails to adhere to building or space closures may lead to arrest and prosecution for violations of City of Boston ordinances or State or Federal statutes.

Individuals seeking to protest or demonstrate should be aware that, under Massachusetts law, a police department having advance knowledge of a planned mass demonstration shall attempt in good faith to communicate with organizers of the event to discuss logistical plans, strategies to avoid conflict and potential communication needs between police and activity participants. Therefore, the UMass Boston Department of Public Safety & Police may be in touch with protest and demonstration organizers once they are aware of a planned protest or demonstration.

UMass Boston administration and/or the Department of Public Safety and Police may be present at protest or demonstration activities on or adjacent to university property. If called upon, the staff will work actively to preserve an environment of open discourse and debate, allowing for the opportunity to have any community members contribute to intellectual exchange.

This policy shall be enforced by relevant university officials such as officers from the Department of Public Safety and Police or other university staff members according to their areas of responsibility.

**M. Liabilities**

Any person or organization sponsoring, as shown in the Advanced Notification Form or as found onsite of an impromptu protest or demonstration, assumes full responsibility for those activities, including all injuries or hazards that may arise from the activities. The University shall not be liable for any damage that may occur. Individuals must be prepared to compensate all university servicing departments for expenses resulting from protest or demonstration, including custodial services, traffic control, grounds maintenance, and event services arrangements. The chief of police or their designee, may exercise their public safety discretion to detail one or more police officers to attend and remain present for a protest, at which time services and any reasonable costs accrued shall be the responsibility of the individual or individual(s) organizing and/or participating in the protest or demonstration or organization an event that triggers a counter protest. If

unforeseen or extraordinary staff support needs arise from the protest, the university reserves the right to bill users of campus facilities whether or not such staffing support has been agreed to in advance.

#### **N. Identification**

All individuals taking part in protests and demonstrations must provide a form of University issued identification (if the individual is affiliated with the institution) or government issued identification (for individuals not employed or enrolled with the institution) upon request from a University official. Please note, attire that attempts to disguise or conceal the identity of the wearer that the institution may be deemed as obstructing the enforcement of these rules or the law, or to intimidate, hinder, or interrupt a UMass Boston employee or enforcement official in the lawful performance of their duty is not permitted during protest or demonstration.

#### **O. Demonstration or Protest Concerns**

The University has established several avenues for departments, student organizations, external organizations and guests that may have concerns regarding the Protest and Demonstration Policy.

- » **Dean of Students Office** [umb.edu/campus-life/dean-of-students](http://umb.edu/campus-life/dean-of-students)
- » **Office of Civil Rights & Title IX** [umb.edu/crtix/titleix/file-a-complaint](http://umb.edu/crtix/titleix/file-a-complaint)
- » **Department of Public Safety and Police** [umb.edu/police/contact/citizen-complaints](http://umb.edu/police/contact/citizen-complaints)

## **XII. Definitions:**

- » **Activities:** Any lecture, presentation, conference, meeting, demonstration, performance or event that is not an academic course.
- » **Academic Course:** Any class, course or series of instructional activities scheduled by the Registrar's Office as part of the curriculum.
- » **Academic Space:** Classroom, auditorium, or lab space
- » **Business Hours:** Monday-Friday, 8:30 a.m. to 5 p.m.
- » **External Organization:** An entity other than university faculty, staff, or student. (Additional terms: client, non-university group, non-university organization, off-campus group, outside organization, etc.)
- » **External Caterer:** Non-university caterers/restaurants/food service providers coming on-site to provide hot, prepared food for events, regardless of service-style (ex. buffet, food-drops, bar service and waiter-served meals, etc.)
- » **Event:** A single, series or any combination of planned meetings, presentations, functions, gatherings (including protests, marches, etc.), or other activities that are not part of or directly related to the University's curriculum.
- » **Monitoring and Updates:** The Director is responsible for ensuring compliance with this policy and updates. The Assistant Vice Chancellor of Campus Services and the Senior Associate Director of the Campus Center and Event Services office may communicate and coordinate with departments to facilitate and assist with compliance.
- » **Oversight Department:** Campus Center and Event Services. Oversight requires close collaboration with, but not limited to, the Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including the UMass Boston Department of Public Safety & Police, Student Activities and the Dean of Students Office.
- » **Partnership:** Collaboration between an external organization, and a department or a recognized student organization to plan and/or implement activities.
- » **Primary audience:** 51% or more of the audience.
- » **Protest or Demonstration:** A type of free speech activity that may involve public peaceful and orderly gatherings and/or displays of opinion to express dissent, demand change, or raise awareness about a particular issue.

- » **Recognized Student Organization:** Any student organization registered and approved by the Office of Student Activities to receive university support, space, services or equipment.
- » **Requestor:** Individual or Organization requesting space and university resources.
- » **Responsible Party within department:** Director, Campus Center and Event Services
- » **Space:** an area, usually defined by some form of constructed boundary, structure or building.
- » **User, Internal user, university user:** Any currently enrolled student or university employee.

Questions about this policy should be directed to the Assistant Vice Chancellor for Campus Services or the Director of the Campus Center and Event Services office.

### XIII. [Appendix](#)

- A. **Standard Rate Event Agreement**
- B. **University Rate Event Agreement**
- C. **Vendor/Exhibitor Application and Agreement**
- D. **Advanced Notification Form**