



Bemidji State University	
Student Handbook	
Policies and Procedures	
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Policy	Facility Use

## Facility Use

Bemidji State University permits the use of its facilities by student organizations, individual students and the public. University activities are given priority on use of facilities over individual students or outside groups.

The university reserves the right place reasonable time, place and manner restrictions for acts of expression and dissent on university property and university facilities. Please reference the Peaceful Demonstrations and Protests policy in the BSU Student Handbook for more information.

<http://www.bemidjistate.edu/students/handbook/policies/campus/demonstrations.cfm>

## POLICY STATEMENT

University facilities and outdoor spaces are governed by this and other relevant Bemidji State University and Minnesota State Colleges and University (MnSCU) policies, and exist for the primary purpose of providing a planned and scheduled program of educational activity.

It is the policy of the university that individuals or groups desiring to use space must make a request to the scheduling office, Hobson Memorial Union. Charges may apply, and additional charges may apply if the event requires special equipment and/or extended building hours.

## DEFINITIONS

*Designations of space:* A variety of facilities and spaces are available on the BSU campus. Availability of these spaces is determined on a first-come-first-served basis and is based on the designation of the facility or space. Access is governed by the requestor's relationship to BSU. Definitions of the designations follow.

### *Public Spaces:*

- Streets
- Sidewalks
- Public parking areas

### *Limited Public Spaces:*

- Outside the Hobson Memorial Union (courtyard and patio next to Lower Lakeside)
- Hobson Memorial Union
- American Indian Resource Center
- Bridgeman Pergola
- A.C. Clark Library
- Athletic facilities
- Meeting rooms
- Auditoriums
- Conference facilities
- Performing arts facilities
- Visual art galleries

*Non-Public Spaces:*

- Classroom buildings
- University offices
- Residence Hall buildings

*University and Non-university entities:* When not required for regularly planned educational or research programs, and subject to other applicable university policies, university facilities or outdoor spaces may be made available for use by university entities and non-university entities for university purposes. University entities include: colleges, departments, offices and other university organizations; faculty; staff; students; the Bemidji State University Foundation; the Bemidji State University Alumni Association; and officially registered student organizations. Non-university entities include only individuals or organizations that are not acting as university entities and are not sponsored by a university entity.

**USE OF SPACE**

For University entities, reservations are needed according to the following space designations. This applies to sponsored or sanctioned programs and/or activities.

*Public spaces* – no reservation required.

*Limited public spaces* – reservation required by the process described in the Reservations section below.

*Non-public spaces* – access is limited, and reservations are required when appropriate by the process described in the Reservations section below.

For non-university entities, reservations are needed according to the following space designations.

*Public spaces* – reservation required by the process described in the Reservations section below with at least two business days notice.

*Limited public spaces* – reservation required by the process described in the Reservations section below with at least two business days notice.

*Non-public spaces* – reservations are possible only by invitation or sponsorship by a BSU entity.

**RESERVATIONS**

As noted above, individuals or groups desiring to use space must make a request to the scheduling office, Hobson Memorial Union. Consistent with the university's educational mission, first priority for use of facilities or spaces will go to university entities, as defined above. The university reserves the right to modify or cancel reservations accordingly. In order to provide for an appropriate level of Public Safety staffing for events and to maximize university entity use, non-university entity reservations must be requested no fewer than two business days prior to the day of the event.

At the time of a reservations request, the following information is required.

- Name of person or organization sponsoring the event
- Name of a designated contact/responsible party for the event – this individual must be present at the event
- Location, date and time requested for the event
- General purpose of the event and list of associated activities
- Equipment to be used
- Estimate of attendance

Any contract between the university and a non-university entity for the use of university facilities or space will note that authorization of use does not in any way constitute university or State of Minnesota endorsement.

Student reservations must be made through a BSU registered student organization utilizing the process described above. These provisions are not intended to limit informal or spontaneous student use of small group study or meeting space. Those uses are encouraged.

Reservations will be approved based on these criteria and requirements.

- The requested facility is adequate or appropriate for the planned event.
- The organization is not under disciplinary penalty prohibiting its use of University facilities or spaces.
- The proposed use would not violate state laws, city ordinance or University policy.
- The proposed use would not constitute an immediate or potential danger to the peace or security of the University that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
- The proposed activity would constitute an unauthorized or unacknowledged joint sponsorship with a private individual or organization.
- The use of sound trucks or other sound amplification equipment does not disrupt normal university activity and classes.
  - Amplified sound events are permissible outside of academic areas Monday through Thursday from 4:30 – 10:00 p.m., Friday 3:30-10:00 p.m., Saturday and Sunday from 9:00 a.m.-10:00 p.m. Times may be adjusted depending on location.
  - Amplified sound events are permissible outside of residence hall areas Monday through Friday 10:00 a.m.-10:00 p.m., Saturday and Sunday from 9:00 a.m.-10:00 p.m. Times may be adjusted depending on location.
  - Traditional university events (Orientation, Community Appreciation Day, Beaver Organization Bash, Homecoming, Sunsplash, etc. or events designated by the President's Office) may be exempt from some parts of this policy (i.e. amplified sound times allowed at a location).
  - Events will be monitored by designated university offices and amplified sound and/or event may be terminated if sound levels are considered disruptive to normal university activity.

At all times, any reservation approval is conditioned upon full compliance with all University policies and reservation requirements. The University reserves the right to disapprove the request (or cancel a reservation) of any entity that fails to comply with University or MnSCU policies, state or federal law, or which has damaged University facilities at any time.

In situations where University or non-University entities impeded or disrupt the operation of the University or the University community, persons may be asked to vacate the premises at the discretion of Public Safety, law enforcement authority, authorized personnel or risk management staff. Public Safety, law enforcement authority, authorized personnel or risk management staff will also have the decisions related to the safety of the members of the University community, participants in an event held on campus, or University property.

University individuals asked to vacate the premises at the discretion of Public Safety will receive due process through established University procedures and collective bargaining contracts. Non-university individuals asked to vacate the premises will receive due process through an appeal in writing to the Vice President for Finance and Administration, Deputy 350.

#### **OTHER RELEVANT UNIVERSITY POLICIES**

The following policies are also relevant to facility use.

Peaceful Demonstrations and Protests

<http://www.bemidjistate.edu/students/handbook/policies/campus/demonstrations.cfm>

Posting Policy

<http://www.bemidjistate.edu/students/handbook/policies/campus/posting.cfm>

Solicitation

<http://www.bemidjistate.edu/students/handbook/policies/campus/solicitation.cfm>

This policy was modeled after Winona State University Regulation 4-4, Use of University Space/Facilities, with permission.