

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

Title:	Use of University Facilities
Policy Number:	04.34.01
Issuing Authority:	Board of Trustees
Responsible Officer:	President
Date Created:	October 13, 1970
Date Last Amended/Reviewed:	August 2024
Date Scheduled for Review:	August 2029
Reviewing Office:	Office of University Counsel

### Scope of Policy and Rationale

This policy ensures that university buildings and facilities on all domestic university campuses<sup>1</sup> are used to support and enhance the mission of the university, including teaching, research and service; to encourage the proper and efficient use of university resources; to support good community relations; and to support university constituents such as students, faculty and staff. This policy also promotes the university's commitment to freedom of expression and will be interpreted and applied by the university consistent with the First Amendment and applicable law.

Under federal and state law, expressive activities on the university's campuses may be subject to reasonable regulation as to their time, place and manner, but without regard to their content or viewpoint. No policy can address every possible activity or situation that may occur on university property, and the university reserves the right to address such situations in light of the circumstances at the time.

### **Definitions**

External Groups include those not-for-profit, tax-exempt, governmental, community, and for-profit entities to which the university may make its facilities available.

Student Organizations include groups of Temple University students that have registered with Student Affairs and are in good standing with the university.

University Facilities include the buildings, structures, land, open spaces, and walks that are part of the university's campus, whether such facilities are owned, leased or otherwise controlled by the university.

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<sup>1</sup> *International campuses are subject to local laws and regulations and policies promulgated by local administration, as approved by the university.*

## **Policy**

### **1.General**

This policy seeks to ensure the approved use of University Facilities by faculty members, staff members, students, Student Organizations and External Groups while protecting the health and safety of those using University Facilities, as well as allowing for university operations to continue unimpeded. Any group or individual(s) using University Facilities for a permitted purpose, including official uses, must, as a condition of use, assure that:

- All university policies, regulations, and guidelines, and all local, state and federal laws will be followed.
- There will be no disruption or obstruction of teaching, research, other university activities or other permitted uses of University Facilities.

University Facilities are available to External Groups, subject to internal demand and the educational mission of the university. Use of University Facilities shall not be authorized where the use may interfere with the conduct of university activities. Official university use of all University Facilities shall have preemptive priority over all External Groups as set forth in applicable policies and guidelines.

Except where activities occur in public forums and do not impede or obstruct vehicular and pedestrian traffic (public streets and sidewalks), those utilizing University Facilities are required to abide by all university event registration procedures and event restrictions as established by the university from time to time. These procedures and restrictions shall be content-neutral.

### **2.Facilities Available**

Subject to compliance with applicable procedures, University Facilities on all domestic campuses may be made available, including classrooms, conference rooms and auditoria, but not including offices or special purpose facilities except as noted below.

The use of facilities such as the Temple Performing Arts Center, Tomlinson Theater, Pearson-McGonigle Hall, Charles Library, the Liacouras Center, and special purpose rooms and facilities will be subject to procedures set forth by the cognizant officer responsible for that area, which shall be consistent with this policy.

Founder's Garden at O'Connor Plaza is not available to External Groups except by special invitation of authorized university officials.

### **3.Procedure**

Requests for the use of University Facilities on any university campus must be referred to the appropriate university office (see the Space Management and Scheduling Policy #04.34.11). That office will evaluate the request in accordance with this policy and applicable procedures; will determine the availability of the space requested; and will ensure the execution of required agreements and forms.

This policy will be administered by the appropriate designees at each university campus. Those designees shall be empowered to review and process requests for use of facilities.

The university reserves the right to impose reasonable time, place and manner restrictions on use of University Facilities.

In addition, the university may reschedule, relocate, reject or cancel any event which it anticipates will substantially disrupt or interfere with university operations, including closing buildings, cancelling classes, disruption of classroom and/or research activities and the like.

The university also may reschedule, relocate, reject or cancel any event if it is deemed necessary due to safety and security concerns. If, for example, the university determines based on advice of law enforcement that there are true threats or a risk of imminent violence or other criminal conduct that would endanger persons or property and are likely to occur, the university may modify, reschedule, reject or cancel the event.

#### 4.Costs

All those seeking to use University Facilities must pay all applicable university costs related to such use, including, without limitation, custodial service, safety and security, set-up and clean-up, and other overhead or logistical support.

In addition, External Groups shall be required to demonstrate that they have insurance satisfactory to the university. In the event an External Group is unable to obtain appropriate insurance, it will not be permitted to use University Facilities or buildings for events unless a Student Organization or a university academic or administrative unit provides bona fide sponsorship to the External Group. Any such sponsorship shall not relieve the External Group from responsibility for costs related to its use. Individual students, faculty and staff, or groups thereof (excluding External Groups or Student Organizations) may not sponsor or serve as a proxy for non-university individuals or groups requesting use of University Facilities.

#### Notes

##### 1.Dates of official enactment and amendments:

Adopted by the Board of Trustees on October 13, 1970.

##### 2.History:

Revised December 2020.

Revised August 2024 to expand the reach of the policy to cover the use of University Facilities by both external groups and internal groups or individuals.

##### 3.Cross References

Policy #04.34.02, Employers Access for Recruiting at Temple University

Policy #04.34.11, Space Management and Scheduling Policy

Policy #07.50.01, Political Campaign Activities

Policy #04.34.12, Excessive Sound