

UC Santa Barbara
Policies

Policy 5545

Issuing Unit: Administrative Services

Date: February 1, 1985

SCHEDULING OF FACILITIES BY NON-UNIVERSITY USERS

I. REFERENCES:

- A. University of California Policies and University of California at Santa Barbara Campus Regulations Applying to Campus Activities, Organizations, and Students.
- B. UCSB Policies Manual, Policy 5548, Facility Scheduling During the Regular Academic Year and Break Periods.
- C. UCSB Policies Manual, Policy 5551, Facility Scheduling During the Summer Months.

II. POLICY:

In accordance with UCSB Policies 5548 and 5551, Business Services schedules University facilities for non-University organizations and individuals. Excluded from this policy are the following facilities: Cliff House, Events Center, Residence Halls, University House, Centennial House, University Center, and athletic facilities when the event is athletic in nature. In addition, this policy does not include conference scheduling, i.e., when on-campus lodging is involved.

A. General:

- 1. University properties shall be used only in accordance with Federal, State, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.
- 2. All persons on University property are required to abide by University policies and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties.
- 3. All requests for use of University properties may be denied if the request is not in accordance with campus regulations and shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation of the campus.
- 4. On University grounds open to the public generally, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship and distribution and sale of noncommercial literature incidental to the exercise of these freedoms; such activities shall not interfere with the orderly operation of the campus time, place, and manner regulations.
- 5. Use of University properties for commercial purposes and personal financial gain is prohibited without the express

approval of the Chancellor or his designee. Sale of commercial products within the rented facility may be permitted.

6. An event scheduled by a non-University user may not duplicate any UCSB program or course.
7. As stated on the Application for Use of Facilities (Attachment A), the user agrees to be responsible for damage to University property occasioned by the scheduled activity; also, to indemnify the University against liability arising out of or caused by users' activity on the campus. Evidence of Liability insurance may be required by the Business Services Office.
8. The use of the University name, if proposed use involves more than just specifying the location of an event, must be approved by the Vice Chancellor, Administrative Services, through the Business Services Office.

B. Approved Uses:

Facilities may be scheduled for purposes such as:

1. Workshops and seminars.
2. Entertainment for general public.
3. Non-athletic events which are to be held in athletic facilities.
4. Fund raisers.
5. Religious and political meetings/rallies. (Note: Although religious and political organizations shall have access to University properties on the same basis as all other organizations, as a State instrumentality, the University must remain neutral on religious and political matters. The University cannot sponsor or fund religious activities, and cannot sponsor or fund political activities, except when authorized by The Regents or the President or their designees.)
6. Lectures or movies.

*Note: Fund raising and entertainment events sponsored by non-University users which are designed primarily to attract a UCSB student audience will not be permitted during the regular academic year.

C. Scheduling:

Facilities are assigned on an "as available" basis which is determined by Business Services' contact with the Campus Scheduling Office.

D. Fees:

A rental fee, plus the cost of any requested services will be assessed. The basic rental fee is the Cost Recovery amount which has been established by Facilities Management. Charges for a

specific facility are then determined by Business Services according to:

1. Seating capacity (size of room) .
2. Type of facility; i.e., classroom, stadium, athletic field, lecture hall, theater.
3. Status of user; i.e., community service (non profit) or commercial (profit).
4. Admission or participant fee.

Additional services, such as audio visual equipment, parking services, furniture services, etc., will be arranged by Business Services according to users' needs and will be billed by Business Services along with the facility rental fee, except that food service needs must be arranged by the user. University Center or Residence Halls are the only vendors permitted to sell food in University facilities; they will bill the user separately for food service.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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