



UMBC POLICY ON FACILITIES USE
UMBC Policy #VI-4.10.00

I. POLICY STATEMENT

This Policy on Facilities Use is intended to define the conditions under which University Facilities may be scheduled or used.

II. PURPOSE FOR POLICY

This Policy is adopted to establish an understanding of the scheduling and use of UMBC Facilities, to regulate the use of these Facilities, and to assure that all UMBC Facilities will be used in accord with the University's mission, goals, and policies of inclusive excellence that honors freedom of expression and complies with the First Amendment. This Policy establishes conditions for the periodic, temporary, and contractual use of University Facilities by Campus-based Users, Sponsored Users, and External Users. This Policy also mandates and ensures compliance with other University policies and State law; regulates the time, place and manner of the use of Facilities; defines important terms; and identifies staff members who are responsible for Facilities use, and describes consequence for violations of the Policy or its associated procedures.

III. APPLICABILITY AND IMPACT STATEMENT

This Policy addresses all facets of the University, including divisions, colleges, departments, operating units, student organizations, Sponsored Users and External Users.

IV. CONTACTS

Direct any general questions about this Policy first to your department's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Director, Campus Life	410-455-3619	
Policy Clarification	Associate Director, Campus Life Operations	410-455-1446	
Policy Clarification	Assistant Director, Event & Conference Services	410-455-3970	

V. UNIVERSITY POLICY

1. Academic instruction and classes are the priority for academic space assignment at UMBC. Academic space will not be scheduled for non-instructional purposes prior to the formulation of Classes for each semester or term, except for activities scheduled during free-hour and non-class weekend hours.
2. Facilities available for scheduling and use are determined at the sole discretion of Event & Conference Services (ECS). For a list of Facilities for scheduling and use, please contact ECS.
3. Facility use without ECS approval is prohibited. Procedures for scheduling and use of Facilities can be obtained by contacting ECS.
4. All Users shall:
 - a. Adhere to all scheduling guidelines and procedures provided by ECS.
 - b. Abide by *UMBC Policy for Posting of Notices and Event Roadway Signage on UMBC Campus* (UMBC VI-13.00.02), *UMBC Policy on Sales and Solicitation* (UMBC VIII-16.00.01), and *UMBC Policy on Alcoholic Beverages at University Events* and all requirements, guidelines and procedures provided therein.
 - c. Users selling or soliciting with a sales purpose must schedule to use Facilities, use resources (e.g. tables, chairs) provided by ECS and comply with *UMBC Policy on Sales and Solicitation* (UMBC VIII-16.00.01).
 - d. Users soliciting without a sales purpose, who will not use Facilities or resources provided by ECS, must comply with *UMBC Policy on Sales and Solicitation* (UMBC VIII- 16.00.01).
 - e. Comply with *UMBC Policy on Alcoholic Beverages at University Events* regarding the provision, dispensing, consumption, and disposal of alcohol.
 - f. Pay, in full, all charges due to UMBC for the use of Facilities and the provision of Ancillary Services.
5. Sponsored Users and External Users shall:
 - a. Abide by all requirements outlined for Campus-based Users in Section V.4. above.,
 - b. Enter into a contract with UMBC for the use of Facilities. Contracts are generated by ECS and must be fully executed prior to the use of any Facilities.
 - c. Provide proof of public liability insurance as required and with limits that meet the current levels determined by the University.
6. ECS, or designated UMBC staff, may move an event or activity to a different location upon the occurrence of:
 - a. Circumstances beyond the control of UMBC, such as facility infrastructure disruption and/or weather-related conditions,
 - b. Unanticipated needs of UMBC for use of the space and to best utilize space and resources,

- c. Substantial changes in the needs or size of the event or activity,
 - d. Subsequent disruption to concurrent events, or
 - e. Actual or anticipated disruptions of human traffic flow or access to buildings.
- UMBC will make reasonable efforts to control the flow of traffic and access to buildings before moving an event.
- i. UMBC will move the event to either an agreed-to location or the nearest suitable location if available.
 - ii. UMBC is not responsible for any costs incurred by a User resulting from a change in location.
7. Rooms in The Commons and University Center may only be setup/arranged/rearranged by approved University personnel (contact ECS)
 8. Users may not advertise an event, or contract for food or other Ancillary Services, prior to the execution and approval of a contract or event request by ECS.
 9. Events using sound amplification (indoor or outdoor) require pre-use approval by ECS. Sound amplification is not permitted to interfere with regular University functions.
 10. Non-academic, commercially purposed use of Facilities, for the exclusive benefit of private, profit-making individuals, groups, organizations, or External Users requires specific advance written approval from UMBC. See *UMBC VIII-16.00.01 UMBC Policy on Sales and Solicitation*.
 11. Maryland State Agencies utilizing the *R-Stars* process are not required to place a deposit for Facility reservations, but must initiate payment immediately following receipt of billing for the event.
 12. UMBC is a smoke-free environment. See <http://smokefree.umbc.edu> for more information.
 13. All events held in UMBC Facilities must comply with federal, state, and local laws.
 14. Open-flame grills are only permitted within approved Facilities that have been properly scheduled through ECS.
 15. Any visual or audio media (e.g. motion picture, music) or theatrical performance scheduled in “Public Spaces” must have proof of copyright permission before being performed.
 16. Appropriate attire must be worn in UMBC Facilities at all times, including shirt, shoes, pants/shorts/skirts, unless the University provides an exception to these expectations due to the intended usage of that specific Facility.
 17. Service Animals are permitted in UMBC Facilities as provided for by the Americans with Disabilities Act and other Federal or Maryland laws.
 18. Potential violations of this Policy by students and/or registered student organizations will be referred to Student Conduct & Community Standards for review. Sanctions for violating this policy by students and/or registered student organizations may include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for registered student organizations, other disciplinary sanctions, and educational conditions appropriate to the circumstances. Potential violations of this Policy by University employees will be referred to Human Resources

for review. Sanctions for violating this policy by University employees may include, but not limited to: disciplinary action and educational conditions appropriate to the circumstances by the University. Potential violations of this Policy by Non-university groups will be referred to the University Police and may be subject to criminal prosecution and/or arrest.

VI. DEFINITIONS

Ancillary Services	Services associated with Facilities usage for which a charge may be assessed. Ancillary Services may include, but are not limited to, catering, janitorial/custodial, audio-visual and special equipment, room set-up, administrative fees, housing, and security.
Business Days	A weekday (Monday through Friday) that does not fall on a UMBC holiday and for which the University is open for business.
Facilities or Facility	All buildings, land, and property owned, leased, operated, or controlled by UMBC
Event & Conference Services (ECS)	UMBC's point of contact for scheduling use of Facilities. ECS reviews requests for approval, schedules use of Facility space, coordinates services, and generates the contracts associated with the use of Facilities.
Campus-based User	All UMBC divisions, colleges, departments, operating units, and student organizations using the requested Facility for UMBC business with appropriate authorization to provide a UMBC chart string to which all charges associated with usage will be billed. If the Facility use is not for UMBC business or if the Campus-based User planning the Facility use cannot demonstrate that the majority (minimum 51%) of attendees will be current UMBC students, faculty, or staff, then the User will be classified as a Sponsored User or External User for the purposes of the Facility use. University business includes, but is not limited to, an event/activity that is a requirement of the Campus-based User as it relates to their mission.
Sponsored User	An organization or group whose affiliation with UMBC derives primarily from the participation of a UMBC employee in the organization's leadership, and whose organizational purpose advances or supports the educational, research, or public policy mission of UMBC.
External User	An individual, or a group of individuals, organization, association, or business not affiliated with UMBC. Affiliation with UMBC, or not, will be determined in the sole discretion of, and by, ECS.

User	An entity approved by ECS to use Facilities. A User will be classified as a Campus-based User, Sponsored User, or External User in the sole discretion of, and by, ECS.
University or UMBC	The University of Maryland, Baltimore County

VII. APPROVAL AND PROCEDURES

- A. The Director for Campus Life (or designee) has approval authority for any exceptions to the procedural checklist maintained by ECS.
- B. The Vice President for Student Affairs has approval authority for any exceptions to this Policy.

VIII. DOCUMENTATION:

- A. None

IX. RESTRICTIONS AND EXCLUSIONS:

- A. **Events in the UMBC Event Center are scheduled, managed, and regulated by the Event Center Manager through a separate set of facility use policies and are excluded from this policy.**
- B. **Events in the Columbus Center are scheduled, managed, and regulated by Columbus Center Administration and are excluded from this policy.**
- C. **Events at bwTech North and South are scheduled, managed, and regulated by administration at both sites and are excluded from this policy.**

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

- A. A complete procedural checklist for planning a meeting or an event can be obtained by contacting UMBC Event & Conference Services at 410-455-3615 or schedule@umbc.edu
- B. [UMBC VI-13.00.02 UMBC Policy for Posting of Notices and Event Roadway Signage on UMBC Campus](#)
- C. [UMBC VIII-16.00.01 UMBC Policy on Sales and Solicitation](#)
- D. [UMBC VI-8.00.01 Policy on Alcoholic Beverages at University Events](#)

Administrator Use Only

Policy Number: VI-4.10.01

Policy Section: General Administration

Responsible Administrator: Director, Campus Life

Responsible Office: Campus Life

Approved by President: Revisions approved 12/12/20

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