

# Facilities Management Manual (FAC)

## FAC 115: Use of University Property and Facilities

Effective: 1/30/2012

Revised: 8/28/2024

### Purpose

To specify university policy on the use of university property and facilities in order to protect the health and safety of the university and campus community, maintain access to and security of university facilities and property, minimize disruption of university functions, and comply with legal and policy requirements regarding property use.

### Source

Arizona Board of Regents Policy [7-201](#): “University Property”

A.R.S. § 13-2905

A.R.S. § 13-2911

A.R.S. § 15-1633

A.R.S. § 15-1864

A.R.S. § 15-1865

### Applicability

All property, including grounds, buildings, and facilities, that is owned, operated, or otherwise under the control of Arizona State University or the Arizona Board of Regents for and on behalf of Arizona State University (“university property”).

### Policy

University property is maintained for the functions of the university and is not a place of unrestricted public access. Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services.

The university is authorized to adopt and enforce policies and regulations, including those prescribing the time, place, and manner of permissible activities, to maintain the peaceful conduct and operation of the university and comply with laws and policies.

Interfering with the normal operations of university-related business or activities, interfering with the use of university property, or remaining on university property after a request to leave may be considered a crime, may result in arrest, and may result in being prohibited from returning to university property.

## Conduct Expectations

All individuals present on university property or participating in university programs or activities are subject to the Arizona Board of Regents *Code of Conduct* (ABOR Policies 5-301 to 5-308), which prohibits violent, threatening, harassing, and disruptive behavior. Students, faculty, and staff are also subject to additional conduct requirements under Arizona Board of Regents and university policies.

All of the following conduct is prohibited:

1. Unauthorized entry into or occupation of a private office, work, or activity area, a building or facility, or a reservable space.
2. Failure to maintain clear passage in or out of any part of a university building, campus mall, sidewalk, road, work, or activity area.
3. Conduct that interferes with normal activities or traffic in a building, work, or activity area, including failure to vacate at normal closing time or when a closure is announced.
4. Causing physical harm, or reasonable apprehension of such harm, to any person on university property or at a university-sponsored activity.
5. Intentionally and substantially interfering with the freedom of expression of others on the university campus or at a university-sponsored activity.
6. Except with prior authorization, erecting temporary or permanent structures, posting fixed or temporary signage except in an authorized location, driving poles or stakes into grounds, or physical damage to any university property, equipment, or facility.
7. Failure to comply with the directions of university officials, including campus police officers.
8. Prohibited conduct as specified in the Arizona Board of Regents *Code of Conduct* or *Student Code of Conduct*.
9. Violation of any federal or state law, Arizona Board of Regents policy, or university rule or regulation.

Individuals who fail to comply with the Arizona Board of Regents *Code of Conduct*, the *Student Code of Conduct*, or this policy; who interfere with university programs or activities; or who refuse to follow the directives of university officials may be ordered to leave the campus and may be prohibited from returning or from participating in university programs and activities. They may also be subject to civil or criminal penalties. Students and employees who violate conduct standards may be subject to sanctions, discipline, or administrative or educational interventions under applicable university policies.

The university president, the executive or senior vice president that approved the reservation or administers the space, or their designee, has the authority to determine whether a use of campus space is disruptive or in violation of policy and to direct participants to leave. The ASU Police Department will assist in dispersing individuals who refuse to leave when directed by university officials. See also *Student Services Manual*: [SSM 104-02](#): Handling Disruptive, Threatening, or Violent Individuals on Campus.

## Use of Outdoor Campus Spaces

Public areas of the university's campus are available for speech and assembly by members of the university community and by members of the public, subject to the following time, place, and manner restrictions.

***Alteration of University Property.*** Individuals may not alter university property without advance permission from an authorized university official or as specifically permitted by university policy. Examples of alterations include: driving poles or stakes into grounds, affixing signs or stickers, painting, erecting structures or furniture, and covering or removing existing signage or equipment. Items used to alter university property (such as signs, stickers, furniture,

and structures) are deemed to be forfeited and may be removed and disposed of at the university's discretion.

**Amplification.** Amplification that interferes with academic and administrative functions in surrounding buildings or reservable space is prohibited at any time and at any volume. Absent permission from an authorized university official, amplification is only permitted between the hours of 11:30 a.m. to 1 p.m. and 5 p.m. to 9 p.m. Monday through Friday and 9 a.m. to 9 p.m. Saturday. Amplification may not exceed 75 decibels at a distance of 30 feet from the source of the amplification. Live music that includes percussion requires the approval of an authorized university official regardless of the time or volume.

**Building and Thoroughfare Access.** Activities that block access to building entrances and exits, sidewalks, roads, and other thoroughfares are not permitted except with approval of an authorized university official. Any such approval shall include a plan to maintain adequate access for safety purposes.

**Camping and Overnight Use.** Camping is not permitted on the university campus at any time except with the advance permission of an authorized university official. Camping includes any activity associated with sleeping, occupancy, or living accommodations, such as using a tent, hut, shade structure, shelter, sleeping bag, mattress, bed, cot, tarpaulin, equipment for cooking/warming food, equipment for cooling/heating air, or equipment for toileting. The lighting of fires, including for the purposes of camping, is not permitted. The temporary use of a handheld shade source, such as an umbrella, is not prohibited provided that the shade source is not driven into the ground or affixed to university buildings or equipment.

Individuals may not inhabit or loiter on the university campus overnight, except in university residence halls. Overnight is defined as between the hours of 11 p.m. and 5 a.m. Traversing the open areas of campus to access a university building or space is not prohibited, provided that the individual is authorized to access that building or space at that time.

University officials may only grant permission for camping or for overnight use of university property in connection with a university program or activity.

**Drones and Unmanned Aircraft.** The use of unmanned aircraft, such as drones, requires advance approval by an authorized university official under policy [EHS 707](#).

**Leased and Limited-Use Property.** University property that has been leased to tenants or otherwise designated for uses that limit public access is not considered a public area of the university campus open to public use.

**Reservable Space.** A limited number of outdoor campus spaces are set aside for use by university departments and registered student organizations on a reservation-only basis ("reservable spaces"). Other individuals and organizations may not use reservable spaces without the approval, sponsorship, and active involvement of a university department or a registered student organization. Usage fees and insurance requirements may apply. Reservations must be approved by an Executive or Senior Vice President or their designee.

Reservable spaces may not be used by individuals or organizations who do not have a reservation, regardless of whether they are reserved or in use at a particular time. Ample alternative spaces are available for use without reservation.

Individuals who are present in a reservable space without a reservation and who refuse to vacate that space when directed by a university official are subject to trespass from campus and other sanctions. Information about which spaces are designated as reservable, and the process to request to reserve those spaces, is available at

<https://freespeech.asu.edu>.

**Sales and Solicitations.** University departments or registered student organizations may reserve and use space to sell purchased or donated items. Trademark approval is required for any items using ASU's name or trademarks.

Non-ASU-affiliated vendors and organizations may sell, promote, or showcase goods or services in outdoor spaces only as part of an ASU-sponsored event (for which they must satisfy any registration requirements) or pursuant to a written use agreement approved by an authorized university official.

## Use of Indoor Campus Spaces

Buildings and other indoor or enclosed campus spaces ("indoor campus spaces") are not open to the general public and are instead dedicated to use for specific university business. Individuals may access indoor spaces only during applicable hours and only for purposes consistent with the space's intended or designated use. Individuals may be asked to leave an indoor campus space for reasons including safety, maintaining university operations, and violations of the Arizona Board of Regents *Code of Conduct*. Individuals who refuse to leave indoor campus spaces when directed by a university official may be subject to removal, trespass, and sanctions or discipline under university policy and civil and criminal laws. The ASU Police Department will assist in dispersing individuals who refuse to leave when directed by university officials. See also *Student Services Manual*: [SSM 104-02](#): Handling Disruptive, Threatening, or Violent Individuals on Campus.

**Use by University Departments.** University departments may reserve and use indoor campus space only for university business purposes. University departments using indoor campus space must comply with all Arizona Board of Regents and university policies, must document their use of space through the Event Registry if applicable, and may be required to pay costs associated with use of space, including security-related costs. Reservations must be approved by an Executive or Senior Vice President or their designee.

University departments may co-sponsor the use of indoor campus space with a registered student organization if the registered student organization also follows any process for space usage established by Educational Outreach and Student Services and Classroom Management.

University departments may co-sponsor the use of indoor campus spaces with any other individual or entity only if (1) that individual or entity enters into a space use agreement and pays costs associated with use of the space as provided by this policy OR (2) the University department actively participates in the planning and management of the activities undertaken in the space and documents the university purpose served by the co-sponsorship.

**Use by Registered Student Organizations.** Registered student organizations may reserve and use indoor campus space through processes established by Educational Outreach and Student Services and Classroom Management. Registered student organizations may be required to document their use through the Event Registry and may be required to pay fees or costs associated with use of space, including security related costs. Reservations must be approved by an Executive or Senior Vice President or their designee.

Registered student organizations may co-sponsor the use of indoor campus space with non-ASU organizations only if members of the student organization actively direct the planning and management of the activities undertaken in the space and attend and participate in the use of the space. A non-ASU organization may be required to pay fees or satisfy insurance requirements to use an indoor campus space even when its use is co-sponsored by a registered student organization.

**Use by Other Individuals or Organizations.** Individuals or organizations other than university departments or registered student organizations may reserve and use space, if available, only if they pay any applicable use charges and satisfy any reservation and insurance requirements applicable to the space and the use. Reservations must be approved by an Executive or Senior Vice President or their designee. The university has the discretion to decline requests to use indoor campus spaces by individuals and non-ASU organizations.

## Event Registry and Approvals

The university maintains an Event Registry to gather information necessary for university departments to plan for and support safe participation in in-person gatherings (“events”) and compliance with applicable policies and laws. The Event Registry is available at <https://eventreg.asu.edu/home>.

Event Registration is not required for: (1) academic classes offered by the university; (2) approved activities as part of a course, field trip, or other academic instruction; (3) student recitals or performances organized by an academic unit; (4) Sun Devil Athletics team practices and competitions; (5) Sun Devil Fitness and Wellness programming and activities; and (6) departmental or interdepartmental meetings held in conference rooms, meeting rooms, or classrooms available for department use, provided that members of the public are not invited to attend.

All other in-person gatherings that take place on university property, relate to university business, or are paid for using university funds or student fees must be registered with the Event Registry in advance. Event organizers should register as early as possible in the planning process so that any necessary review and approval may be completed prior to the event.

Events that are open to the general public or are expected to have more than 250 individuals in attendance must be approved by an Executive or Senior Vice President or their designee. Such events also must have a university representative on site for the entirety of the event. If the event is organized or sponsored by a student organization, one of the student organization’s faculty advisors must be present for the event.

Event Registry submissions will be reviewed by relevant university departments to ensure that all necessary approvals and permits have been obtained, that the event complies with applicable policies and laws, and that any safety considerations will be addressed. Event organizers may be required to alter their plans as needed to address compliance and safety issues.

Event organizers must submit complete and accurate information about their event and must promptly update submitted information if it changes after submission and prior to the event. Information must be submitted 14 or more days in advance of the event to permit review of the submission, planning for the event, and any required approvals or permits, unless the Executive or Senior Vice President authorized to approve the event makes an exception to the required review period. Failure to submit complete and accurate information to the Event Registry may result in cancellation of the scheduled event and disqualification from reserving space or hosting events in the future.

This policy does not prohibit spontaneous expressive activities. However, individuals participating in such activities are subject to all applicable university policies, including the *Code of Conduct* and the *Student Code of Conduct*. A spontaneous expressive activity is an expressive activity that takes place without advance notice or planning.

## Cross-References

Arizona Board of Regents Policy [1-124](#): “Free Expression”

Arizona Board of Regents Policy [5-301](#): “Code of Conduct- Jurisdiction, Philosophy, Purpose and Limitations upon Code of Conduct Coverage and Coverage and Violations of Law and Code of Conduct Regulations”

Arizona Board of Regents Policy [5-303](#): “Prohibited Conduct”

Arizona Board of Regents Policy [5-304](#): “Sanctions”

Arizona Board of Regents Policy [5-306](#): “Enforcement of the Code”

Arizona Board of Regents Policy [5-307](#): “Miscellaneous Provisions”

Arizona Board of Regents Policy [5-308](#): “Student Code of Conduct”

*Academic Affairs Manual*: [ACD 102](#): “Academic Administration”

*Academic Affairs Manual*: [ACD 123](#): “Misuse of University Assets”

*Academic Affairs Manual*: [ACD 204-01](#): “Code of Ethics”

*Academic Affairs Manual*: [ACD 204-03](#): “Use of the University’s Name”

*Academic Affairs Manual*: [ACD 205-01](#): “Political Activity and Lobbying”

*Environmental Health and Safety Manual*: [EHS 707](#): “Unmanned Aircraft Systems or Drones”

*Facilities Management Manual*: [FAC 101](#): “Campus Maintenance Responsibility”

*Facilities Management Manual*: [FAC 107](#): “Bulletin Boards in University Buildings”

*Police Department Manual*: [PDP 208](#): “Posting of Advertising and Other Materials on Campus”

*Student Services Manual*: [SSM 1001-06](#): “Posters and Advertisements from Outside Agencies”

*Student Services Manual*: [SSM 1401-04](#): “Use of News Racks on ASU Campuses”

*Student Services Manual*: [SSM 104-02](#): “Handling Disruptive, Threatening, or Violent Individuals on Campus”

*Student Services Manual*: [SSM 201-10](#): “Instructor Withdrawal of a Student for Disruptive Classroom Behavior”

*Staff Policy Manual*: [SPP 801](#): “Employee Conduct and Work Rules”