

Student Services Manual (SSM)

SSM 1001–05: Use of Residence Hall Outdoor Common Areas for Programming

Effective: 8/1/1985

Revised: 7/1/2024

Purpose

To ensure appropriate use of university housing facilities' (owned, operated, leased, or otherwise managed by ASU) outdoor common areas for programs, events, gatherings, and/or activities

Source

University Housing

Applicability

Entities wishing to use on-campus housing facilities or outdoor common areas for programming, activities, gatherings, and/or events

Policy

Only recognized campus organizations are allowed to use residence hall and on-campus housing facility outdoor common areas for programs. Programs generally must end by 9 p.m. on weeknights and 1 a.m. on weekends. Events with amplified sound may not be scheduled during or after the weekend preceding the last week of classes through the end of finals week. Organizations may be required to submit a space reservation request, a special events registry, and/or permits required by the university 30 days prior to the desired date of the program, activity, or event.

No admission fees may be charged. The cost of appropriate security is the responsibility of the campus organization.

Procedure

Responsibility	Action
Campus organization	<ol style="list-style-type: none">1. Submit University Housing Event Reservation Request Form at least 30 days in advance of the event.2. Once notified of date availability, submit ASU Event Registry, Fire Marshall Permit (if applicable), and Food Waiver (if applicable).3. Submit all approvals and documentation along with completed Event Planning Checklist to the appropriate University Housing staff member no later than 10 days in advance of the event.4. Comply with all university, residence hall, and on-campus housing facility and outdoor activities area security, scheduling, and use policies. (This may require that the campus organization representatives consult with the student organizations advisor.)

Appropriate University Housing staff member	5. Approve or deny the request, in consultation with the Director of Residential Life. Notify the sponsoring organization of approval or denial.
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Cross-Reference

For additional information, see [SSM 802-01](#), “Scheduling Outdoor Campus Activities Areas.”

For information about arranging security, see the *Police Department Policies and Procedures Manual*—[PDP 202-01](#), “Management of Special Events.