

Compliance Alerts!

University Space

The [University Space policy](#) is to delineate requirements and expectations regarding the use of University Space by University Groups, Student Groups and Non-University Groups. Recognizing that its support derives in large part from public funds, the University is also committed to making its space available for use consistent with laws/regulations governing the use of its space, its duties as a custodian of State resources and its responsibility to consider the welfare of its students, faculty, staff, and visitors.

Requesting University Space

[25Live](#) is the University's electronic space scheduling system. All University Groups and Student Groups should request the use of space via 25Live. Athletics Facilities requests should be made to the Athletics Director or designee.

Priority Considerations

If the request is approved, the use will generally not be rescheduled or moved. However, the University reserves the right to move any activity to another space or reschedule that activity to accommodate the needs of groups assigned a higher use priority by this Policy.

Termination of Use

The University reserves the right to terminate any use of University Space that fails to comply with this Policy. The University also reserves the right to immediately terminate any use of University Space if, in the judgment of University officials, continuation of such use will result in danger to participants or others, unlawful conduct or violation of a University policy by participants or others, or interference with disruption or disturbance of the University's educational mission, operations, business, or functions.

Visitors in the Workplace

The University [Visitors In The Workplace Policy](#) addresses and gives guidance to guests and children in the workplace. Please note that individual supervisors (workplace) and faculty (classrooms) may impose additional restrictions, which are considered appropriate to the successful operation of the institution.

Guest

Except when authorized by the appropriate supervisor, all guests, including but not limited to relatives and friends of employees and employees from other University units, who do not have official business with a particular department may be restricted from prolonged visits to the workplace.

Children

While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, the University, for several compelling reasons, cannot accommodate children in campus workplaces, classrooms or in unsupervised circumstances on campus. These reasons include risks of injury, disruption of classes and other normal University operations, in addition to diverting employees' time and attention from their job responsibilities and duties. **Therefore, the University will not allow:**

- A. children under the age of 14 to be on campus without being accompanied by a responsible older person or without being properly enrolled in a supervised University activity; or,
- B. students to bring children into a classroom setting while classes are in progress; or,
- C. children to be present in a parent's or caretaker's campus workplace or in a classroom for an extended period of time.

Please note that individual supervisors (workplace) and faculty (classrooms) may impose additional restrictions, which are considered appropriate to the successful operation of the institution.