

FAYETTEVILLE STATE UNIVERSITY

USE OF UNIVERSITY SPACE

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Matters of University-Wide Significance
Applies to:	●Administrators ●Staff ●Faculty ●Students ●Visitors
History:	Revised – July 22, 2025 First Issued – June 11, 2019
Related Policies/ Regulations/Statutes:	<ul style="list-style-type: none"> ● Alcoholic Beverages ● Code of Student Conduct ● Free Speech/Expression ● Solicitations ● Policy on Campus Gatherings & Related Student Conduct Matters [UNC Policy Manual #700.4.4] ● Free Speech and Free Expression Within the University of North Carolina [UNC Policy Manual #1300.8] ● Sale of Merchandise or Services by Governmental Units (Umstead Act) [NC General Statute §66-58]
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I. PURPOSE

Fayetteville State University's ("University") buildings and grounds are provided to enable the University to accomplish its mission as a public institution of higher education. 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. Thus, to the extent that appropriate space is available and subject to procedures outlined in this policy (Policy), University Space may be made available to non-University groups for purposes compatible with or supplementary to the University's primary educational, research and service mission

The purpose of this policy (Policy) is to delineate requirements and expectations regarding the use of University Space by University Groups, Student Groups and Non-University Groups.

II. DEFINITIONS

A. **25Live** shall mean the University's electronic space scheduling system.

- B. Camping** shall mean any of the following:
1. The establishment of, or attempt to establish, temporary or permanent living quarters at any location on University Space other than residence halls, apartments, or other university managed housing.
 2. Sleeping outdoors on University Space with or without bedding, tent, hammock, tarp, or similar device, protection, or equipment overnight (between sunset and sunrise).
 3. Sleeping in, on top of, or under any parked vehicle on University Space.
 4. Establishing or maintaining outdoors, or in or under any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place on University Property for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock, or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the University's Environmental Health and Safety Director.
- C. Non-University Group** shall mean an external entity or individual separate and apart from the University, even though some of the group's members or participants may be University employees, alumni, or students.
- D. Student Group** shall mean a number of students who are associated with each other or a group of students who have satisfied the University's procedures and requirements for registration or recognition as a student organization.
- E. University Group** shall mean an administrative or academic department, unit, center or institute within the University.
- F. University Space** shall mean any outdoor space, building, or structure that is owned, leased, operated, or controlled by the University.
- G. University Sponsored Activity** shall mean an event, program, or project that is authorized, organized or supported by the University.

III. SPACE SCHEDULING AND MANAGEMENT

A. University Space Prioritization

Consistent with the University's educational, research, and/or service mission priority for use of space shall be as follows:

- **Priority 1 - University Groups** performing official University activities in furtherance of the University's educational, research, and/or service mission shall have the highest priority in the use of University Space.
- **Priority 2 - Other uses by University Groups** shall have the next highest priority.

- **Priority 3 - Student Groups** shall have the next highest priority use after University Groups, except with events in the Rudolph Jones Student Center, in which case Student Groups shall have a higher priority.
- **Priority 4 - Non-University Groups** shall have the lowest priority.

B. Requesting University Space

A request to use University Space must be made in the following manner:

1. University Groups and Student Groups

University Groups and Student Groups should request the use of space as noted below:

- Athletics Facilities – request should be made to the Athletics Director of designee.
- Rudolph Jones Student Center – request should be made to the Director of the Student Center via [25Live](#) (University Groups) or Bronco Advantage (Student Groups).
- Seabrook Auditorium – request should be made electronically via [25Live](#).
- All other University Spaces – request should be made electronically via [25Live](#) (University Groups) or Bronco Advantage (Student Groups).

2. Non-University Groups

Non-University Groups should request the use of space as noted below:

- Athletics Facilities – request should be made to the Athletics Director of designee.
- Seabrook Auditorium – request should be made electronically via [25Live](#).
- Free Speech Zones – request should be made electronically via [25Live](#).
- All other University Spaces – request should be made electronically via [25Live](#).

C. Consideration for Use of Space

In reviewing a request for University Space, the University will consider the following:

- how the space is to be used (proposed event);
- the time the space is being requested;
- the anticipated size, including the number of attendees;
- noise likely to be generated;
- the impact on University educational and non-educational activities;

- the impact on vehicular and pedestrian traffic;
- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws and University policies, regulations, and rules;
- potential risk to the health or safety of participants, observers, or others., and
- University resources necessary to support or host the use.

D. 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. In the event the University moves or reschedules the use, the University will attempt to provide a reasonably similar location or time for that activity and will provide notification and explanation for the reason for the change. The University will not move or reschedule a use based on the content or viewpoint of the use or based on reactions to the use.

E. Fronting

Fronting by University Groups or Student Groups is strictly prohibited. Fronting occurs when a University Group, or Student Group reserves space that is primarily for the use of an individual or Non-University Group. Fronting is done in an effort to allow a Non-University Group to receive benefits provided only to University Groups or Student Groups. If it is determined that fronting has occurred, the University may deny or rescind permission to use the space or apply the appropriate fee. The University may also prohibit the offending University Group or Student Group from reserving University Space in the future.

F. Funeral/Memorial Services

A University facility may be utilized to hold a funeral service only for a former chancellor. Memorial services sponsored by the University may be held in a University facility if the service is to honor an individual enrolled or employed at the University at the time of their death. Nothing in this section prohibits employees/students from holding spontaneous or planned gatherings in the Free Speech Zone as outlined in Section IV of this Policy.

Non-University Groups may not utilize University Space for funeral/memorial services.

G. Fees and Costs

A fee for use of University Space may be charged. Fees or costs may be applied to cover, among other items, the use of a specific space; University facility operations assistance (e.g., labor, tables, chairs, tents, and technical/AV support); University-provided materials and supplies; breakage or cleaning requirements; and security required to support the use of the University Space. Fees may be assessed after the event if deemed appropriate.

University Groups and Student Groups may not be charged a fee for certain University Space. However, depending on the space being requested, charges may be assessed for equipment, labor, materials and security.

H. Insurance and Damages

Depending on the use of University Space, Non-University Groups may be required to show proof of insurance. Costs associated with damages incident to the use of University Space may be assessed after the usage of the University Space and shall be borne by the Group utilizing the space.

IV. PUBLIC ASSEMBLIES

As outlined in its *Freedom of Speech/Expression* policy, the University encourages the free exchange of ideas and will permit individuals/groups to publicly assemble and articulate opinions and ideas without interference, retaliation or punishment as long as such speech/expression is lawful and does not materially and substantially disrupt the functioning of the University. This requires the University to ensure that such activities and exchanges do not conflict with previously scheduled uses of University Space; impede campus pedestrian or vehicular traffic; or prevent individuals who are not participating in such activities from proceeding with their normal activities.

A. Free Speech Zones

Consistent with the provisions of this Policy, while the University reserves the right to control time, place, and manner in which its space is used, the University permits individuals or groups to engage in public speaking, peaceful assembly, or similar exchanges of ideas at its Free Speech Zones. The Free Speech Zones are located in the following areas:

- the front of the Rudolph Jones Student Center on the brick walkways and other surrounding hard space located outside and encircling the Student Center, and
- the atrium area located on the side of the Rudolph Jones Student Center.

These areas are available on a first-come first-serve basis for non-commercial speech or public assembly unless otherwise scheduled.

B. Reservations (All Groups)

Groups, composed of *25 or more* individuals, who wish to assemble in the Free Speech Zone for purposes other than University-Sponsored Activities, must request to reserve such space at least five (5) business days prior to the planned use. Such requests must be made through 25Live or directly to the Director of the Student Center. Groups of *less than 25* individuals must request to reserve such space at least three (3) business days prior to the planned use.

For University and Student Groups, use of the Free Speech Zone is free of charge. However, Non-University Groups shall be expected to pay the cost for law enforcement services if the University deems it necessary to have law enforcement assigned for crowd control or safety. Non-University Groups must pay for such services at least (2) business days before the planned use to avoid cancellation of any planned activity. If the need for law enforcement arises during an activity, the Non-University Group shall pay such cost within one (1) business day following the activity. Consequences of failure to pay include, but are not limited to, denial of any future request to use University Space.

C. Consultation with Law Enforcement

The Director of the Student Center shall consult with the Deputy Police Chief prior to approving the request. Based upon an assessment by the Deputy Police Chief, the Director of the Student Center and the Deputy Police Chief shall determine whether the use is likely to significantly affect campus safety and security or significantly affect campus services and thus will require the involvement of the University's Department of Police and Public Safety (DPPS). As a part of the assessment, the Deputy Police Chief shall consider the number of individuals expected to participate in the public assembly. The Deputy Police Chief shall consult with the Chief of Police and the Chancellor regarding assemblies that will significantly affect campus safety and security or significantly affect campus services and involve DPPS.

D. Spontaneous or Planned Activities (Students and Employees)

Subject to restrictions on the use of University Space prescribed elsewhere in this Policy, the University encourages spontaneous or planned assemblies and gatherings of University students and employees in its Free Speech Zone located in the area outside and encircling the Rudolph Jones Student Center. Such assemblies do not require prior approval. Any scheduled use of this space shall have priority over any unscheduled use.

Nothing in this section shall be interpreted as limiting the rights of students and employees from free expression in other exterior spaces on campus, so long as the expressive activities or related conduct do not violate any other applicable University policies nor substantially interfere with or materially or substantially disrupt the University's mission.

E. Camping

Camping is prohibited without prior written approval, from Chief Operating Officer and the Deputy Chief of Police. Requests for approval to allow camping shall be determined in a viewpoint neutral manner considering necessary time, place, and manner restrictions.

Camping may be permitted under special circumstances when expressly authorized by the University in connection with a ticketed event or in extraordinary circumstances, such as times of a natural disaster, when approved in writing in advance by the Chancellor or Chancellor's designee.

F. Amplification System

Except when University officials are executing official University business, no public address or amplification system may be used at the Free Speech Zones or other University Space without written approval in advance from the Director of the Student Center (Free Speech Zone) or the designated individual listed under Section III.B.

G. Ingress and Egress

Public assemblies shall not be held in a manner that impedes ingress and egress to and from University buildings and pedestrian or vehicular traffic on University walkways, sidewalks, and streets.

V. COMMERCIAL/FUNDRAISING ACTIVITIES

Individuals (including students, faculty, and staff), or groups may not solicit, conduct business or raise funds on University Space (including residence halls) except as permitted by the University's policy on solicitations. This may include, but not be limited to, efforts to sell goods or services or to raise money on behalf of any company, club, society, religious organization, political party, or similar organization.

VI. DISTRIBUTION OF PRINTED MATERIALS

The University distinguishes between non-commercial printed material, the primary purpose of which is to inform or educate members of the University community, and commercial printed material. The University reserves the right to limit or deny the distribution of commercial printed material that is intended to solicit the purchase or sale of goods, services, or other commercial ventures.

Any University Group, Student Group, employee or student may distribute at any outside University Space non-commercial printed material.

Non-University Groups may distribute non-commercial printed material in the Free Speech Zone located outside and encircling the Rudolph Jones Student Center without registration or advanced approval.

VII. TERMINATION OF USE

- A. The University reserves the right to terminate any use of University Space that fails to comply with this Policy.
- B. 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.

VIII. DISCLAIMER

In making University Space available for use under this Policy to individuals or groups other than University Groups, the University assumes no obligation or responsibility for the activities of other Groups.