



# Administration & Finance

Policy & Procedure

Last Revised 10/5/17

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**Issuing Office:** Campus Center & Event Services    **Policy Number:** FY15-CC&ES-001-00

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**Policy Name:** University Space Use Policy

**Original Date Issued:** Monday, August 3, 2015

**Purpose:**

The University recognizes the importance of providing access to space and facilities for both internal and external groups for activities other than the regular and/or essential operations and activities of the University. The need to designate areas for use to accommodate such activities of a diverse University community is an important aspect of its mission. Use of such designated facilities of the University shall be allowed by the Office of the Chancellor and the Division of Administration and Finance in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.

The goals of this policy include:

- Establish reasonable time, place and manner requirements for university space to avoid disruption to or substantial interference with instructional activities and/or essential operations;
- Identify and list prohibited and disruptive activities;
- Establish space use priorities for departments, student organizations and external organizations;
- Provide a list of available spaces and facilities for conferences, meetings and special events, as well as activities that may not be part of the regular and/or essential operations of the university;
- Outline the fees associated with the use of university space, equipment and resources;
- Clarify policies, processes and procedures for the implementation of meetings, conferences and special events.

This policy is based, in part, on the 2002 policy titled: *Sponsored and Un-sponsored use of University Facilities*.

**Implementation:**

The Campus Center and Event Services department at UMass Boston is responsible for implementation of this policy, including systems, training, communication and associated billing and invoicing. Implementation requires close collaboration with, but is not limited to Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including Public Safety, Student Activities and the Dean of Students Office.

**Applicable to:**

All UMass Boston departments, student organizations, external organizations and guests.



### Space Use Policies and Procedures:

- I. Time and Place**
- II. Prohibited and Disruptive Activities**
- III. Space Use Priority and Space Rental**
  - A. First Priority – No Fee Events
  - B. Second Priority – University Rate Events
  - C. Third Priority – Standard Rate Events
  - D. Event Category and Space Rental Policies
  - E. Space Rental Fees
  - F. Rental Period and Contract
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### I. Time and Place

The University has established reasonable time, place and manner requirements for university space to avoid disruption to or substantial interference with instructional activities and essential operations.

- To protect the safety and security of participants, activities will not be permitted from midnight to 6:00 a.m. Exceptions to the policy may be granted by the Office of Event Services only after collaboration with Public Safety and the Office of Student Activities;
- Conferences and special events may not be scheduled in faculty and administrative offices;
- Conference rooms and laboratories throughout the campus under the control of individual offices or departments may be reserved for university activities at the discretion of such offices or departments;
- The number of participants at any event shall be limited to the number allowed under the applicable fire code and standards;
- The university reserves the right to assign space based on priority, the needs of the event, and the most efficient use of space;
- These time, place and manner requirements are subject to change from time to time without prior notice;

### II. Prohibited and Disruptive Activities

The University of Massachusetts Boston will hold accountable all persons and organizations authorized to use campus property for actions which violate University policies and regulations. Any faculty, staff or student member of the University who engages in disruptive conduct will be subject to disciplinary action. Such improper actions include but are not limited to:

- Material disruption of or interference with instructional activities and other University business and campus events;
- Actual or threatened physical violence, or other forms of harassment, or destruction of University, or other public or private property;
- Interference with free entry to or exit from University facilities and free movement by individuals;
- Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights;
- Damage to University property, which shall cause the demonstrators to be responsible for reimbursing the University for the cost of the cleaning, repair or replacement of such property;
- Acquisition, possession, transportation and consumption of alcoholic beverages, which may violate various statutes of the Commonwealth of Massachusetts, regulations of the Alcoholic Beverages Control Commission, or the Alcohol and Other Drugs policy of the University administered through the Office of the Dean of Students.
- A full list can be found in the Student Code of Conduct at [www.umb.edu/code](http://www.umb.edu/code).

### III. Space Use Priority and Space Rental

The following categories help to define space use priorities for UMass Boston. In addition, they help ensure that space and equipment are first and foremost for university-based events that primarily benefit UMass Boston faculty, staff, and students. These categories also identify events that carry fees for space/equipment



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use and external programs or partnerships that require insurance and event-contracts to manage liability and risk.

### A. First Priority | **No-Fee / For Space and/or Equipment**

Meetings, conferences, and events that meet all of the criteria below will not be charged for event space or equipment rental. Fees may apply for overtime setup, police details, grounds/cleaning staff, or catering fees.

- Event Origin: Event was created/developed by UMass Boston. The space request was submitted by a UMass Boston department or registered student organization.
- Audience: Event is primarily for the UMass Boston community and 51% or more of the guests are faculty, staff or students.
- Funding and Payment: Event is supported entirely by university funds. All costs paid via university budget number.
- No Partnership: Event is not planned or supported through a partnership with an outside organization(s).

### B. Second Priority | **University Rate | Rental Fees for Space and/or Equipment**

Meetings, conferences, and events that meet one or more of the criteria below will be charged for space and equipment rental. Space rental includes setup/breakdown, tables, chairs, and any AV systems permanently installed in the space. Additional fees may apply for special equipment, police details, grounds/cleaning staff, or catering fees.

- Event Origin: Space request was submitted by a UMass Boston department or registered student organization and the event was developed in partnership with an external organization.
- Audience: Event is not primarily for the university community and 51% or more of the participants are non-university guests/attendees.
- Funding and Payment: Event is supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, or ticket sales. All event costs paid via university budget number.
- Partnership: Through partnership or collaboration, the university department is providing a non-university organization shared access to space and resources.

### C. Third Priority | **Standard Rate | Rental Fees for Space and/or Equipment**

The program, meeting, or event is an initiative of a private company, nonprofit, or individual. The following criteria apply to Standard Rate events:

- Nonprofit: Nonprofit 501c3 organizations will receive a 10% discount\* off the Standard Rate.  
Employee/Alumnus: Employees/Alumni hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) will receive a 15% discount\*.
- \*Space Only: Discount applies to space only. Events may also carry fees for equipment and staff such as staging, risers, dance floors, wireless AV systems, police details, etc.

### D. Event Category and Space Rental Policies

- University Rate Events – 1.) UMass Boston department must request the space; 2.) UMass Boston representative must serve as the primary contact/planner for all event-related details; 3.) All charges related to the event will be billed and covered by the UMass Boston department budget number. This



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policy ensures that the University Rate is fairly applied. If these criteria are not met, the event reverts to the Standard Rate.

- Morning (AM) Discount – Events concluding by 1pm will receive a 30 % discount;
- Fronting – University departments and registered student organizations shall not use their privileges to access space, resources or services and “front” for an external organization or commercial entity in order to avoid fees or receive reduced fees. All instances of “fronting” for off-campus groups or commercial entities will result in an adjustment of all related fees to appropriate rate category.
- Student Organizations – Student organizations are never charged for space/equipment unless they are planning an event in partnership with an external organization and/or providing shared access to university space and resources.
- Fee Waivers – No waivers will be granted. The university is unable to waive or eliminate space or equipment rental charges and is obligated to apply our rates fairly and equally to all organizations.

### E. Space Rental Fees

The university has established rental rates for the use of all university space and resources. Rental rates, alongside all university fees, are reviewed and approved annually by the Board of Trustees. A list of current rental rates can be obtained by contacting the Campus Center and Event Services Office. On average rental rates increase by .03% each fiscal year.

### F. Rental Period and Contract

The rental period for each space is from 6a.m.-12a.m. This includes preparation, set-up and breakdown by the department, student group or external organization. All University Rate and Standard Rate events will be confirmed by a university contract, which contains specific language regarding deposits, payment, cancellations and insurance requirement. *See Appendix A & B for copies of space rental contracts*

### G. Event Set-up Overtime Staff Assignments

In some instances, overtime staffing charges may be required to support an event. Overtime charges are necessary when staff support is required outside of normal business hours (M-F 8:00 a.m. to 4:30 p.m.). Overtime staffing roles include:

- Setup Crew - Prepares spaces per the instructions listed on the Event Confirmation. This includes but is not limited to setting up chairs, tables, stages, etc.
- Event Maintainer - Assigned to events taking place in the evening or on weekends when the guest count exceeds 125 attendees. Maintainers may be utilized if additional resources including tables and chairs are needed. They can also assist with trash and facility related issues. A Maintainer will be assigned 30 minutes before and after your scheduled event times.

Overtime charges and overtime assignments will be charged to the department post-event. There is a 4-hour minimum charge per employee assigned. In addition to the employee's hourly rate, a [meal stipend](#) may be charged to your department's account.



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## H. Insurance Requirements for University Rate and Standard Rate Events

### Insurance | University Rate

Events classified at the University Rate are considered to be university events and are covered under the self-insured status of the university. The university does not require additional proof of insurance.

### Insurance | Standard Rate

Client shall carry and maintain comprehensive general liability insurance, insuring against liability for bodily and personal injury to or wrongful death of persons, or damage or losses of property occurring in or about the premises arising out of the user's use or occupancy thereof, in an amount not less than:

- \$1,000,000 Bodily Injury
- \$1,000,000 Personal Injury Liability
- \$1,000,000 Property Damage Liability

## IV. Available Spaces and Facilities

UMass Boston offers both indoor and outdoor spaces for activities between 6a.m. and midnight. A complete list of meeting and event spaces can be found online: [variety of spaces](#)

### Campus Center

Ballroom, conference/meeting rooms, alumni lounge, atrium, terrace, dining rooms, game room and point lounge

### Wheatley Hall

Meeting rooms, classrooms and auditoriums

### McCormack Hall

Ryan Lounge, classrooms and auditoriums

### University Hall

Atrium, Recital Hall, dining room, classrooms and auditoriums,

### Integrated Science Complex

Atriums (level 1, 2, 3 & 4) classrooms, conference/meeting rooms

### Residence Halls

Conference and meeting rooms

### Outdoor Venues

Campus Center Lawn, Plaza, ISC Lawn, University Hall Courtyard and parking lots

The following spaces are not booked by the Campus Center and Event Services.

Athletics | [Clark Athletic Center, Beacon Fitness Center, and Fields](#)

Healey Library | [Computer Labs](#) & [ITC Presentation Rooms](#)

Marine Operations | [MV Columbia Point, Fox Point Pavilion](#) and Marine Vessels

Mt. Vernon Street Property | CAPS Classrooms and meeting spaces.



## V. Space Scheduling & Related Policies

The following outlines the university reservation process and the policies that govern event space requests at UMass Boston and covers events occurring in the following locations:

- Campus Center
- Ryan Lounge (McCormack Hall)
- Internal common spaces including atriums, lobbies, and dining areas
- Outdoor locations including plazas, parking lots, amphitheaters, and lawns
- Classrooms and auditoriums for uses other than classes, exams, or course-related sessions

### A. Space Scheduling Software & Reservations Process

25Live is a comprehensive event management system acquired from CollegeNET, Inc. It maintains information on all events. In addition to centralizing this information, it manages the use of locations (all indoor and outdoor spaces) and resources (all staff, equipment and services) in support of university activities.

- Faculty, staff and students may use 25Live to submit space requests online;
- Requests must be submitted at least five business days prior to the event date;
- Action will be taken on all requests (i.e. confirmed, denied, or clarification needed) within three business days. Until a Space Confirmation is received, the event is not approved and scheduled;
- Space is made available on a first-come, first-served basis;
- Event Services reserves the right to assign spaces based on priority, the nature of the event, and the most efficient use of space.

Priority is given university departments and student groups over external organizations. When space request conflicts arise, space is scheduled using the following priority:

- (1) UMass Boston student organizations and university departments
- (2) University partnerships or collaborations
- (3) Non-University events

### B. Space Reservation Policies

#### Recurring Events/Meetings/Practices and Block Space Holds

Given the high demand for meeting, conference and event space, a request may be denied if it monopolizes the same space on the same day each week, consecutive days, or for extended periods of time. Event Services may deny any space request which holds a large block of space(s) on consecutive or ad-hoc dates, unless part of a single conference or event. This policy also applies to recurring practices and rehearsals requesting the ballroom or other multipurpose spaces.

#### Specific Space Assignments

Requests for a specific space will be taken into consideration; however, spaces will be scheduled based on priority, the needs of the event, and the most efficient use of space. Event Services reserves the right to reassign space with the appropriate notice, signage, and price changes.



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### Changes and Cancellations

Changes and cancellations must be received in writing five days before the event date.

### Privately Managed Spaces

A limited number of spaces are privately managed (ex. Chancellor's Conference Room). Every effort is made to use 25Live to schedule events in privately managed spaces. This practice ensures activities appear in the university calendar and are viewable by campus service providers. In these limited instances, the space and events are not managed by the Event Services Office.

### Inclement Weather Policy

Severe weather or other states of emergency may require the shutdown of the university campus. If the university is closed due to snow or other inclement weather, all UMass Boston events may be cancelled. University event staff monitor weather conditions routinely and will contact event sponsors if there is cause. If cancellation is by the university or the Event Sponsor due to inclement weather or other emergency conditions, an alternate date based upon availability will be arranged.

## **VI. General and Building-specific Space Use Policies**

### **A. Campus Center and Academic Classes**

The Campus Center serves as the "living room" and community center of UMass Boston. While the facility strongly supports the academic mission of the institution, it does not serve as an academic building. Reservations for academic classes, class series or related study sessions/workshops *will not* be accepted and must be made through the Registrar's Office. However, requests for a special, one-time class project or program related to an academic course will be accepted.

### **B. Use of Non-University Catering Services**

When catering services are provided by a non-university caterer, the caterer is required to: Sign a catering contract; Provide proof of insurance; Tour the venue to gain an understanding of load-in, load-out, trash, water access, space limitations, etc.

These guidelines protect the university from facility damage and food safety, as well as ensuring the health and well-being of students, faculty, staff and guests consuming food/beverage items prepared by non-university food service providers. UMass Boston defines catering as: Non-university caterers/restaurants/food service providers coming on-site to provide hot, prepared food for events, regardless of service-style (ex. buffet, food-drops, bar service and waiter-served meals, etc.)

Catering Fees apply when an off campus caterer comes onto university property to prepare, deliver, set and/or serve food for a meeting or event. The fee is assessed because the university bears certain costs in providing access to space including staffing, damage, facility maintenance, utilities, etc. A catering fee of \$2 (breakfast, lunch, and reception) or \$3 (dinner) per guest will be applied based on the headcount provided five business days prior to your event. Student organizations pay a catering fee of \$1 (breakfast, lunch and reception) or \$2 (dinner). The Catering Fee will be invoiced to you after the event. Catering fees are intended to mirror the same fee/commission paid by the on-campus food services vendor. Pizza/sandwich delivery, deli-tray pick-ups or snack/soda purchases set-up by the department/student group/organization etc., are not considered catering. *See Appendix D for External Catering Agreement.*

### **C. Use of Candles, Open Flame and Sterno Fuel**





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Candles, torches, pyrotechnics or open flame of any kind are not permitted. Open flame is a severe fire and safety hazard and may activate building smoke/fire detection devices, triggering alarms and emergency response teams. Sterno fuel is permitted, however sterno devices must be attended at all times by a member of the Food Service staff, contractor or vendor who has been trained in Sterno use and fire safety. Sternos may only be used on regular cloth table covers. Combustible materials (ex. Paper plates, napkins) shall be separated by a minimum of three feet from each sterno. A full list of fire safety procedures can be found online at: [https://www.umb.edu/ehs/fire\\_safety](https://www.umb.edu/ehs/fire_safety)

### D. Fixed Layout and Preset Spaces

Many classrooms, meeting and event spaces have fixed seating/furniture with a defined set-up style (ex. classroom, boardroom, lounge or dining room). These spaces are not intended for multipurpose use. Rearranging the layout may damage the furniture or impact other classes and events taking place after an activity concludes. Departments, student organizations or non-university groups may be charged a reset fee if they change the layout for a fixed meeting room or space. This fee will be utilized to repair and replace furniture damaged from this type of activity.

### E. Campus Center Alumni Lounge

The Alumni Lounge is an upscale lounge space on the second floor of the Campus Center. The space is primarily reserved for special functions, meetings and events. As such, we work to limit its use as a multipurpose room, and in an effort to prevent expedited wear and tear, the space is not available for casual meetings, orientations, banquets, lectures or workshops. It may be used for receptions and gatherings using the *existing lounge-style configuration*. Podiums and food/beverage tables may be added if requested. Exceptions to this policy are made via the Director of the Campus Center and Event Services.

### F. Game Room

The Game Room is available for use by UMass Boston students, faculty and staff with a valid BeaconCard. There are limited opportunities to reserve the Game Room for special events. The Room is available for special events Monday through Thursday from 5pm to 10pm and Friday 4p.m. to 10p.m. The Game Room is closed on Saturday and Sunday. To allow time for staff scheduling, reservations must be made via 25Live two weeks in advance. There is a flat rate of \$100 which includes staff, pool tables, usage of TVs, game systems/games and board games.

The following rules apply for both casual-use and private events:

- Food, drinks, and personal belongings may not be placed on pool tables;
- The University is not responsible for any loss or damage to personal property. Items may not be left unattended. Unattended items may be collected and handed-over to Public Safety;
- Patrons will be held responsible for damage to any equipment;
- Furniture may not be removed from the room for any reason;
- Patrons may bring their own gaming equipment to the Game Room;
- Sitting, leaning, or lounging on the pool tables and lounge furniture is not permitted;
- Disruptive individuals may be removed from the Game Room by the Campus Center staff and may be referred to the Dean of Students and/or Campus Police for appropriate disciplinary action, and risk revocation of privileges;
- During private events, music may be played at a low level and must be free of any explicit language; Television audio must remain at appropriate levels to allow others to enjoy entertainment in the game room;



- Food & Beverage are permitted. Private events must follow University catering policies and are responsible for their own trash removal;
- For more information on how to reserve the Game Room for an event, visit the Campus Center website at [https://www.umb.edu/event\\_services](https://www.umb.edu/event_services).

### **G. Recognized Student Organizations and Space Use**

Students pay a student activities fee and a Campus Center fee each semester. Therefore, student organizations will not pay space rental and equipment fees when the attendees and sponsors are primarily students (this includes student organization fundraising-related programs/events). In addition, there are no charges for equipment, AV, staging, dance floors, etc. student organizations may still be charged when:

- 1) The event requires set-up overtime, Public Safety detail, AV Services, etc.
- 2) The student organization is partnering with an external organization or offering/providing external organizations/individuals access to space.

### **H. Posting, Stapling or Taping to Walls**

Posting, stapling or nailing fliers or materials to walls or surfaces is not permitted. This includes public/open spaces as well as dining rooms, conference rooms and meeting rooms. These types of activities cause damage to paint and wall surfaces. Materials may only be attached to designated bulletin boards or easels. Departments, student organizations and guests may be responsible for damage related to inappropriate postings. Groups may use blue painters tape to post items for events.

### **I. Tobacco-Free Campus**

UMass Boston is a tobacco-free campus. Tobacco or the use of tobacco is not permitted on university property. The Tobacco Free Campus Policy is intended to eliminate exposure to secondhand smoke, provide an environment supportive of tobacco free lifestyles, mitigate the risk of accidental fire, eliminate the health risks associated with exhalation from smokeless tobacco, and eliminate the environmental impact of cigarette litter. A copy of the policy can be obtained at: [https://www.umb.edu/life\\_on\\_campus/tobaccofree](https://www.umb.edu/life_on_campus/tobaccofree)

### **J. Space Use for Bake Sales & Food Give-Aways**

Recognized Student Organizations and departments may conduct bake sales on campus, provided they meet the following criteria. These guidelines also apply to free food offerings related to marketing or event promotion:

- 1) Items sold must be approved baked/dry goods in original store packaging;
- 2) Individually wrapped items (e.g. Nutri-Grain Bars) should have nutrition information available;
- 3) Homemade food products may not be offered for sale or otherwise distributed;
- 4) If the organization would like to prepare its own food items, it must partner with UMass Boston Catering (Sodexo) to prepare and serve food on-site;
- 5) Organizations may not sell items offered by an existing campus service provider or in conflict with existing university contracts for goods or services;
- 6) Food sales are restricted to a four-hour period and may not be offered on the first floor of the Campus Center during peak lunch hours (11:00 a.m. - 1:00p.m.)

### **K. Space Use for Games-of-Chance**

Departments, student organizations or external guests may not hold events, tabling fundraisers, or similar games of chance in which there is an admission fee, tickets sold, or cost to participate in any activity for which



there is a “winner” or “winners that will win a prize or an opportunity to win/gain anything of value. Games of chance with prizes may be permitted if there is no admission free, ticket sales or cost to participate.

## VII. Amplified Sound – Indoor and Outdoor Spaces

There are restrictions on amplified sound for both indoor and outdoor spaces in an effort to avoid disruption to or substantial interference with instructional activities and essential operations.

### A. Outdoor Spaces

Amplified sound in outdoor spaces, including the plaza, the Campus Center lawn, University Hall courtyard and the ISC lawn will be permitted as long as the sound does not prove disruptive to instructional activities or our university neighbors. Event Services and Public Safety may request volume adjustments or relocate speakers to avoid disruption.

### B. Integrated Science Complex Atriums

The terraces, atriums and public lounges are immediately adjacent to offices, laboratories and meeting rooms. Given the open design of the ISC, and out of respect for those who work and learn in the building, events held in the open terraces, atriums and lounges may not use amplified sound or AV equipment between the hours of 8:30a.m. -9:00p.m. Monday –Friday. Weekday exceptions may be made on Monday, Tuesday or Friday from 11am-1pm with permission from the Office of Event Services. A building-wide email notification will be sent to ISC occupants each time amplified sound occurs during business hours. Note: This policy may be lifted each semester for Fall and Spring Welcome Week activities.

### C. Campus Center Atriums and Terrace

Given the open design of public spaces, office and work areas, and out of respect for those who work and learn in the building, events held in the open terraces, atriums and lounges may not use amplified sound or AV equipment between the hours of 8:30a.m.-6:00p.m. Monday-Friday. Weekday exceptions may be made on Wednesday or Thursday from 11a.m.-1p.m. with permission from The Campus Center and Event Services Office. A building-wide notification to Campus Center residents each time amplified sound will be in use during business hours. Note: This policy is lifted each semester for Fall/Spring welcome week activities.

### D. University Hall Atrium

University Hall is a classroom building intended primarily for academic instruction. Given the open design of University Hall, and out of respect for those who work and learn in the building, events held in the open terraces, atriums and lounges may not use amplified sound. Amplified sound is permitted within enclosed spaces only (auditorium, theatre, classrooms, cafeteria, etc.). Exceptions may be permitted when no classes are in session, generally Saturday evening after 6p.m. or on Sunday during building hours.

### E. McCormack Hall – Ryan Lounge

The Ryan Lounge is immediately adjacent to offices, classrooms and the Interfaith Sanctuary. Out of respect for those who work and learn near the Ryan Lounge, events with amplified sound will be limited to the use of a standard podium/PA system 8:30am-6:00pm Monday-Friday. Events with enhanced amplified sound (ex. concerts, movies, performances) may only take place after 6pm or on weekends.

## VIII. Use of Classroom Space



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Classrooms are intended for academic instruction. Courses are scheduled by the Registrar's Office. Classroom spaces are made available for other activities once classes have been scheduled and will be scheduled by the Campus Center and Event Services Office. The following policies pertain to meetings and events scheduled in academic spaces:

- Academic Course Scheduling - Academic courses and all course related requests are scheduled by the Registrar (e.g. seminars, exams, study sessions, etc.) should not be submitted through 25Live. Academic departments should contact the academic scheduler in their Dean's Office who coordinates the academic schedule for their college.
- Classroom Availability - Academic spaces (classrooms and auditoriums) may be requested after the Registrar's Office has finalized the course schedule for the term. Classrooms and auditoriums are released by semester for scheduling on the following dates:
  - Fall Semester | April 15th
  - Spring Semester | November 15th
  - Summer Semester | February 15<sup>th</sup>
- Add/drop Block - Academic spaces are placed on a temporary scheduling hold during the add/drop course registration period at the beginning of each semester.
- Classroom Layout - Academic spaces must be used in the existing layout. Furniture may not be added, removed, or rearranged.
- Classroom Technology - [AV Services and Classroom Technology](#) provides technology services and support in classrooms and auditoriums on campus. Please contact AV Services and Classroom Technology in advance to request services and equipment. Moving or reconfiguring the teaching desk and AV equipment in academic spaces is strictly prohibited. Inventory is taken prior-to, and after use of academic spaces. Requestor is liable for the cost of repair or replacement of damaged or relocated furniture or equipment.
- Food and/or Beverage - Not permitted in auditoriums.

## IX. Solicitation, Vendor Sales and Exhibitor Tables

The university provides table space for vendors, businesses, and nonprofit organizations that wish to sell merchandise, promote, sample goods, or conduct product demonstrations.

### A. Prohibited Products and Activities

The sale or promotion of some products and/or services is prohibited. Prohibited products include, but are not limited to; travel services, insurance products, credit cards, utilities, mortgages or other loans, and/or subscriptions to any product or service. In addition, the sale of items already provided by an existing campus vendor, such as books, food, etc., will require special approval. The University of Massachusetts Boston does not endorse or approve the misrepresentation of trademarks, copyrights, or advertising by vendors. Any materials distributed should adhere to common sense guidelines of decency and appropriateness for our diverse population. The university may choose to provide an exception to the above policy to any vendor/business that has a current contract-for-service.



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Vendors, organizations and businesses are not permitted to collect or solicit contact information, email addresses, phone numbers or other personal data from students/faculty/staff unless they received written permission from the University to do so.

### **B. Obtaining Space**

A vendor [Request Form](#) must be submitted to the Campus Center and Event Services Office five business days prior to the proposed sale date. Event Services will work alongside external organizations to select dates, and when possible avoid conflicts with vendors selling/marketing/promoting similar products or services.

### **C. Fees**

The fee is \$200/day for a 12' x 6' space. Two 6' tables, and two chairs will be provided by UMass Boston. Multiple bookings during the same semester qualify for the following discounts: Two bookings at \$175/day and three bookings or more at \$133/day. Payment is required on or before the vending date by cash, check, or credit card.

## **X. ADA Accommodations**

The University of Massachusetts Boston is committed to the full inclusion of individuals with disabilities and continually improving the accessibility of our campus, event space, programs and activities. UMass Boston requires that events hosted on-campus are in full compliance with the [Americans with Disabilities Act](#) as amended in 2008. All events must be made accessible to all participants.

Departments, registered student organizations and external organizations may be required to provide event-related accommodations for events they are planning/hosting on university property. Accommodations may include, but are not limited to: Interpreters, dietary requests or handouts/materials in an alternate format (large print, Braille, audio).

## **XI. Protest and Demonstration Policy**

The primary function of a university is to discover and disseminate knowledge by means of research and teaching. To fulfill this function, a free interchange of ideas is necessary not only within the university but also with the larger society. At the University of Massachusetts Boston, freedom of expression is vital to our shared goal of the pursuit of knowledge and the University respects the Constitutional rights of free speech and assembly. Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition.

The University of Massachusetts Presidents Office has developed a policy to reaffirm the importance of appropriate time, place and manner restrictions on demonstrations. This policy is intended to support, not supplant existing University policies and procedures. It applies to all members of the University community, including undergraduates, graduate students and employees, as well as to guests and visitors. The policy should be implemented as consistently as possible, recognizing that special circumstances may on rare occasion require limited and judicious deviation from the guidelines:

[https://www.umassp.edu/sites/umassp.edu/files/content/policies/board/misc/Response\\_to\\_Demonstrations.pdf](https://www.umassp.edu/sites/umassp.edu/files/content/policies/board/misc/Response_to_Demonstrations.pdf)

### **UMass Boston - Disruptive Activities**



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The right of freedom of expression at the University includes peaceful protests and orderly demonstrations. At the same time, the University has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others. Where appropriate, the University shall endeavor to maintain open lines of communication with demonstrators and to provide opportunities for discussion of matters in dispute so long as the demonstrators act in a manner consistent with University policy and the rights of others. The University of Massachusetts Boston will hold accountable all persons and organizations authorized to use campus property for actions which violate University policies and regulations. Such improper actions include but are not limited to:

- Material disruption of or interference with instructional activities and other University business and campus events;
- Actual or threatened physical violence, or other forms of harassment, or destruction of University, or other public or private property;
- Interference with free entry to or exit from University facilities and free movement by individuals;
- Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights;
- Damage to University property, which shall cause the demonstrators to be responsible for reimbursing the University for the cost of the cleaning, repair or replacement of such property;
- Acquisition, possession, transportation and consumption of alcoholic beverages, which may violate various statutes of the Commonwealth of Massachusetts, regulations of the Alcoholic Beverages Control Commission, or the Alcohol and Other Drugs policy of the University administered through the Office of the Dean of Students.
- A full list can be found in the Student Code of Conduct at [www.umb.edu/code](http://www.umb.edu/code).

### A. Protest and Demonstration – Procedures and Response Guidelines

#### 1. Space Limitations

The university recognizes several locations that by tradition or policy are available for public assembly, demonstrations, and free speech. UMass Boston recognizes the following locations:

- University Entrance - The grass area on the south side of University Drive beginning at the Morrissey Boulevard main entrance to the University grounds, for a distance of approximately 200 yards up to the first bend in the roadway.
- Plaza - The central plaza area (between the Science, Healey Library and Quinn Administration buildings) or the plaza between the Campus Center and the Science Building.
- Campus Center Lawn – Front of the Campus Center down to the waterfront
- University Hall Courtyard – Between the Campus Center and University Hall
- Campus Center Terrace - Indoor demonstrations will not be permitted if they cause disruption of or interference with instructional activities and other University business and campus events.

#### 2. Advance Space Arrangements

To further the effectiveness of each event, departments, registered student organizations and external entities organizing a protest or demonstration are required to make advance space arrangements with the Office of Event Services. Any request to hold a protest or demonstration should be made 5 days in advance, in accordance with existing space request and reservation policies. With the appropriate advance notice, Event Services will have the necessary time to collaborate with Public Safety and Student Affairs to help ensure that

Campus Center and Event Services

University of Massachusetts Boston  
Campus Center – Upper Level, Room 330  
617-287-4800

[https://www.umb.edu/event\\_services](https://www.umb.edu/event_services)



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the event is effective, to ensure participants' safety, and to assist organizers in seeing that the demonstration does not disrupt essential university functions. In order to ensure the safety of all participants, Public Safety may require the attendance of one or more officers. All individuals participating in protests and demonstrations may be asked to provide a form of University issued or government issued identification upon request from a University official.

### 3. Protests in Spaces that Have Not Been Reserved

The University fully supports and acknowledges that sometimes impromptu expression, dissent, and protest are necessary for the free expression of ideas. Not having a reservation is not sufficient reason for terminating any protest unless the impromptu protest meets the University definition of Disruptive Activities (Section II. University Space Use Policy). If a demonstration proves disruptive, the University will work collaboratively with those involved to relocate protests to spaces designated for public assembly, demonstrations, and free speech. All general outdoor public areas of the institution, even those that have reservation procedures, should be available for impromptu protest, demonstration and dissent unless it otherwise violates university policy.

### 4. Counter-protests

A protest, demonstration, or event on campus may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by Event Services, Public Safety or Student Affairs for those persons with views that differ from the views held by the event organizers.

### 5. Protest and Demonstration Duration

Protests and demonstrations normally are permitted until or unless University officials determine that University operations have been compromised and/or the rights of others have been significantly infringed. Interference with instruction and research are viewed as particularly disruptive to the University.

### 6. Noise Level and Amplified Sound

All Protests and demonstrations held indoors and outdoors are subject to the same guidelines outlined in the Space and Facilities Use Policy under the heading Amplified Sound (Section VII, University Space Use Policy).

### 7. Building Occupancy

Any protest or demonstration must adhere to stated occupancy limits and the number of participants at any event shall be limited to the number allowed under the applicable fire code and standards. Participants must adhere to building closure dates and times and will be required to vacate the building at the time of closure. In accordance with UMass System Office policy, the University shall not negotiate with individuals who occupy a university facility in violation of this policy or any other University policy, or with associated demonstrators, while any such occupation continues, and shall never negotiate within an occupied facility.

### 8. Flyers, Posters, Banners and Signs

Flyers, posters, chalking, banners, and signs generally are permitted as part of a protest or demonstration, but may not impede the participation of others in the life of the University. They should follow all applicable advertising and posting policies and no item should be denied because of the content of the flyer, sign, or display within the limits of the law. Additionally, community members or guests who deface or destroy material



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forms of expression will be held accountable for the destruction of personal or university property. If the use of flyers, banners, and signs creates safety concerns or impedes the participation of others, University officials will require the individuals carrying the posters, banners, or signs to move to a different location or remove their materials.

### 9. Policy Application

Application of this policy does not preclude the application of other University policies or regulations as may be warranted by a given situation, e.g., Prohibited Activities, Space Reservation Policy, Amplified Sound Policy, and University Disciplinary Systems. Furthermore, a protest or demonstration that significantly disrupts the operations of the University or fails to adhere to building closures may lead to arrest and prosecution for violations of City of Boston ordinances or State or Federal statutes.

### 10. Demonstration or Protest Concerns

The University has established several avenues for departments, student organizations, external organizations and guests that may have concerns regarding the Demonstration Policy, Procedures and Response Guidelines.

Dean of Students Office - [https://www.umb.edu/life\\_on\\_campus/dean\\_of\\_students](https://www.umb.edu/life_on_campus/dean_of_students)

Office of Diversity and Inclusion – [https://www.umb.edu/odei/title\\_ix\\_process/file\\_a\\_complaint](https://www.umb.edu/odei/title_ix_process/file_a_complaint)

Department of Public Safety - [https://www.umb.edu/public\\_safety/contact/citizen\\_complaints](https://www.umb.edu/public_safety/contact/citizen_complaints)

### Definitions:

**Activities** – Any lecture, presentation, conference, meeting, demonstration, performance or event that is not as academic course.

**Academic Course** – Any class, course, course or series of instructional activities scheduled by the Registrar’s Office as part of the curriculum.

**Academic Space:** Classroom or auditorium

**Business Days** – Monday – Friday, 8:30a.m. to 5p.m.

**External Organization** – Any entity other than university department or recognized student organization. (client, non-university group, non-university organization, off-campus group, outside organization, etc.)

**Off-campus Caterer:** Non-university caterers/restaurants/food service providers coming on-site to provide hot, prepared food for events, regardless of service-style (ex. buffet, food-drops, bar service and waiter-served meals, etc.)

**Partnership** – Collaboration between an external organization, and a department or a recognized student organization to plan and/or implement activities.

**Primary audience:** 51% or more of the audience

**Recognized Student Organization** – Any student organization that is registered and approved by the Office





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of Student Activities to received university support, space, services or equipment.

**Requestor** – Individual or Organization requesting space and university resources

**Oversight Department:**

Campus Center and Event Services. Oversight requires close collaboration with, but is not limited to Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including Public Safety, Student Activities and the Dean of Students Office.

**Responsible Party within Department:** Executive Director, Campus Center and Event Services

**Monitoring and Updates:**

The Executive Director is responsible for ensuring compliance with this policy and updates. The Assistant Vice Chancellor and the Associate Director of the Campus Center and Event Services may communicate and coordinate with departments to facilitate and assist with compliance.

Any questions about this policy should be directed to the Assistant Vice Chancellor for Campus Services or the Executive Director for the Campus Center and Event Services.

## **XII. Appendix**

- A. Standard Rate Event Agreement
- B. University Rate Event Agreement
- C. Contract for Tabling/Vending
- D. External Catering Agreement