



Administration & Finance

Policy & Procedure

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Policy Name: University Space Use Policy

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Purpose:

The University recognizes the importance of providing access to space and facilities for both internal and external groups to organize activities beyond the standard 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 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 for the purpose of organizing or carrying out unlawful activity.

This policy will:

- » Establish reasonable time, place, and manner requirements for the use of university space to avoid disruption to instructional activities and/or essential operations;
- » Identify prohibited and disruptive activities;
- » Establish space use priorities for departments, student organizations and external organizations;
- » Identify spaces and facilities for conferences, meetings and 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;
- » Establish policies, processes and procedures for the use of spaces and facilities for events and other non-academic activities.

This policy is based, in part, on the 2002 policy titled: *Sponsored and Unsponsored 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 various departments including, but not limited to, the Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including the UMass Boston Police Department, Student Activities and the Dean of Students Office.

Applicable to:

All UMass Boston faculty, staff, students, internal/external organizations and guests.

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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.

- » Indoor and outdoor spaces may be used for activities between 6 a.m. and midnight. To protect the safety and security of participants, activities will not be permitted from midnight to 6 a.m. Exceptions to the policy may be granted by the Office of Event Services only after collaboration with The UMass Boston Police Department and the Office of Student Activities;
- » Conferences and special events may not be scheduled in faculty and administrative offices, or academic buildings while class is in session.
- » Private spaces and facilities throughout the campus under the control of 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 without prior notice.

II. Prohibited and Disruptive Activities

The University of Massachusetts Boston will hold accountable all persons and organizations utilizing 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/campus-life/dean-of-students/student-conduct-process.

III. Space Use Priority and Space Rental

The following framework is used to categorize each meeting and event to determine when rental fees apply for space and equipment. In addition to ensuring that space and equipment are used primarily by UMass Boston students and employees, these categories identify partnership events and external programs that require insurance and formal agreements to manage liability and risk.

A. Event Categories

» **Internal: First Priority** (no rental fee)

Events that meet all of the criteria below are not charged for space or equipment. There may be fees for special equipment rental, support staff assignments required by the university for maintenance, setup, security, and/or catering.

1. **Origin:** The space request is submitted by a UMass Boston department or registered student organization. Event is created/developed by UMass Boston.
2. **Audience:** Event is primarily for the UMass Boston community. At least 51% of the guests are faculty, staff and enrolled students.
3. **Funding Source:** Event is supported exclusively by university funds.
4. **Partnership:** Event is planned and supported without any involvement from non-university organizations.

» **Partnership: Second Priority** (Rental fees are paid for using university funds. The university discount is applied to rental fees for space.)

Events meeting *any* of the following criteria will incur charges for space and equipment rental. Space rental includes setup/breakdown, in-house tables, chairs, and any AV systems permanently installed in the space. There may be fees for special equipment rental, and support staff assignments mandated by the university for maintenance, setup, security, and/or catering.

1. **Origin:** Space request is submitted by a UMass Boston department or registered student organization and the event is created/developed in partnership or by collaborative effort with an external organization.
2. **Audience:** The event's primary audience is not the university community. At least 51% of attendees are not faculty, staff, or currently enrolled students.
3. **Funding Source:** Event is financially supported by external means such as sponsorship, admission/registration fees, fundraising, or ticket sales. However, all event expenses must be paid through a university budget number. (University departments and student organizations contracting conferences or events costing \$500 or more must obtain signature approval in advance from their Vice Chancellor or College Dean.)
4. **Partnership and Space Access:** A UMass Boston department is facilitating space access for a non-university organization through a formal partnership agreement.

University Discounted Rate Requirements:

To ensure equitable application of the University discounted rate, the following criteria must be met. Failure to meet these criteria will result in categorization at the Standard Rental rate.

- UMass Boston user must request the space;
- UMass Boston representative must serve as the primary contact/planner for all event-related details for the duration of the planning process;
- UMass Boston department pays for space and equipment rental fees using their department budget account.

» **External: Third Priority** (Standard rental fees apply for space and equipment)

The meeting or event is an initiative of a private company or individual. Full rental fees will be charged for space and equipment.

Discounts

The following rate adjustments may be applied to space and facility rental fees. Fees for equipment and support staff assignments are not discounted.

- » Nonprofit (501c3) organizations: 10% discount on space or facility
- » Employee/alumnae personal event: 15% discount on space or facility
- » Professional Network Referral: 30% discount on space or facility is given to external networks and professional associations when referred to us by a university employee who is a member of the network or association. The discount will be applied to the standard rental rate. Discount cannot be combined with nonprofit discount.
- » Half-day Discount (morning only): 30% discount on space or facility is applied to University Rate and Standard Rate events concluding by 1 p.m. receive a the rental rate for the reserved space(s).

B. Event Category Policies

- » Fronting: University departments and registered student organizations may not use their privileges to access space or equipment for non-university organizations or commercial entities to avoid fees or receive discounted rental fees. Instances of “fronting” for non-university organizations or commercial entities will result in an adjustment of all fees to the appropriate rate category.
- » Student Organizations: Student organizations are never charged for rental of space or 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: The university is unable to waive or eliminate rental fees for space or equipment. As an Arm of the State, we are obligated to apply rental rates fairly and consistently. We would never want to be perceived as offering a discount to one group, but not all.

C. Space Rental Fees

The university has established rental rates for 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.

D. Rental Period and Contract

The rental period for each space is from 6 a.m.-12 a.m. This includes preparation, setup 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 requirements. *See Appendix A & B for copies of space rental contracts*

E. Insurance Requirements for Events

University Rate events are considered primarily university events and are therefore covered under the self-insured status of UMass Boston. These events do not require additional insurance coverage.

Standard Rate Events must 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. \$1,000,000 Bodily Injury
2. \$1,000,000 Personal Injury Liability
3. \$1,000,000 Property Damage Liability

Additional coverage requirements are detailed on the Event Agreement.

F. Overtime Staff Assignments

Overtime charges (billable hours) apply when support staff is required to work outside of the regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Billable hours are automatically charged to the hosting department during the pay-period of the event. There is a 4-hour minimum charge per employee assigned. In addition to the employee's premium hourly rate, a [meal stipend](#) may be charged to the department's account.

Staffing assignments 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 outside of regular business hours (Monday-Friday, 8 a.m. to 4:30 p.m.) when the guest count exceeds 125 attendees. Maintainers may be utilized if additional resources, such as tables and chairs are needed. They can also assist with trash and facility related issues. Maintainer assignments extend 30 minutes before and after scheduled event times.

G. Recognized Student Organizations

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:

- » The event requires setup overtime, event maintainer, Police detail, AV Services, etc.
- » The student organization is partnering with an external organization or offering/providing external organizations/individuals access to space.

IV. Spaces and Facilities

The complete list of spaces and facilities is maintained in 25Live, the university's space and scheduling software. The space and facility database is maintained and updated collaboratively by Event Services, Campus Master Planning, Facilities, AV Services and Classroom Technology, and Application Services. The university reservation process and policies that govern space use at UMass Boston apply to the use of the following locations:

- » Athletics Facilities: Clark Athletic Center, Beacon Fitness Center, Monan Park, and Softball Field
- » Campus Center: Event and meeting spaces, atriums, terraces, dining rooms, game room
- » Common Areas: Atriums, lobbies, and dining areas
- » Healey Library: Classrooms and auditoriums
- » Integrated Sciences Complex: Atriums and meeting rooms
- » Marine Operations: MV Columbia Point, Fox Point Pavilion and Boats/Vessels
- » McCormack Hall: Meeting rooms, classrooms, and auditoriums
- » Outdoor: Amphitheatre, courtyards, informal recreation fields, basketball court, lawns, plazas, quad, parking lots, and sidewalks.
- » Residence Halls: Meeting rooms and dining area
- » University Hall: Atrium, dining area, classrooms, auditoriums, and performance spaces
- » Wheatley Hall: Classrooms and auditoriums

V. Space Scheduling and Related Policies

A. Scheduling Software and Reservation Processes

25Live is UMass Boston's scheduling and calendar software system. The system is used to reserve indoor and outdoor spaces, manage event support resources and staff assignments. 25Live also serves as the database of all event information fed to the university event calendar www.umb.edu/events.

- » Faculty, staff and students use 25Live to submit space requests for non-academic events online;
- » Requests must be submitted at least seven days (five business days) prior to the event date;
- » Space is made available on a first-come, first-served basis;
- » Priority is given to 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
- » Spaces are not considered booked until the client receives an event confirmation.

- » Each activity or event will be scheduled in an available space where the capacity and/or layout is appropriate for the size and/or nature of the proposed activity or event.
- » To optimize the overall use of University facilities, Event Services reserves the right to assign and/or change the location, reservation start time, or reservation end time of a scheduled or proposed activity or event.

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 it is 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 specific spaces will be considered; however, spaces will be scheduled based on priority, the event's needs, and the most efficient use of space. Event Services reserves the right to reassign space with the appropriate notice, signage, and price changes.

Priority is given to 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. External/Non-University events
- » **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 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 Candles, Open Flame and Sterno Fuel

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: <http://www.umb.edu/environmental-health--safety/fire-safety>.

C. Fixed Layout and Preset Spaces

Many classrooms, meeting and event spaces have fixed seating/furniture with a defined setup 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, external clients or guests 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.

D. Posting Areas and Guidelines

Posting, stapling or nailing fliers or materials to walls or surfaces that are not designated as posting areas is prohibited and postings will be removed and recycled. Posting in unapproved areas damages the paint and causes unnecessary and unsightly wear on our facilities. Posting should be limited to designated bulletin boards or easels. Departments, student organizations and guests may be responsible for damage related to inappropriate postings. Groups may use painters' tape to post items for events.

E. Chalking

Advertising with Sidewalk Chalk is only permitted on sidewalks, or on the plaza level outside of the buildings. Chalking is not permitted on staircases, parking lots, or building walls. Chalking must be at least 25 feet from building entrances. All chalk advertisements must include the name of the organization and date of the program/event. Organizations may chalk 48 hours before the date of their event/program. Chalk placed more than 48 hours in advance may be removed and chalk may be removed after the program concludes. Chalking that contains hate-oriented language or a similar remark is not permitted and will be removed immediately. Violators will be held to the Student Code of Conduct.

F. 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 expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. [Tobacco Free Campus Policy: www.umb.edu/media/umassboston/content-assets/documents/pdfs/Tobacco-Free-Campus-Policy.pdf](http://www.umb.edu/media/umassboston/content-assets/documents/pdfs/Tobacco-Free-Campus-Policy.pdf)

G. Bake Sales and Food Giveaways

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) with 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 a.m. – 1 p.m.)

H. Games-of-Chance or Raffles

Any organization interested in holding a formal raffle is required to obtain the appropriate permits required by the City of Boston. Without a permit, 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 for Indoor and Outdoor Spaces

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

A. Outdoor Spaces

Amplified sound in outdoor spaces, including the plaza, quad, Campus Center lawn, University Hall courtyard and ISC lawn is permitted provided the sound does not disrupt instructional activities or our campus neighbors. Event Services and the UMass Boston Police department may request volume adjustments or relocate speakers to avoid such disruptions.

B. Indoor Spaces

The use of amplified sound inside the open areas of campus buildings is restricted to avoid disruption to classes and essential operations. During regular business hours and while classes are in session, amplified sound is permitted within enclosed rooms only.

With advanced notice and a confirmed reservation, exceptions may be granted in specific locations during the hours below. Event Services may deny the use of amplified sound if sufficient advanced notice is not provided. Note: This policy may be lifted each semester for Fall and Spring Welcome Week activities.

Campus Center (lobby, atrium, terraces, point lounge)

Weekdays: 11 a.m. to 2 p.m., or after 5 p.m.

Weekends: No restriction on the use of amplified sound

- Only the Event Services AV equipment may be used during the approved times.
- Use of DJ/Musician/external sound equipment are limited to Wednesday and Thursday, 12 to 1 p.m. or on weekends.

Integrated Science Complex (atriums)

Weekdays: 11 a.m. to 1 p.m., or after 5 p.m.

Weekends: All day

- Only the video walls and microphones on the first and third floors may be used during the approved times.
- Music is limited to weekdays after 5 p.m. or on weekends.

University Hall (atrium and dining area)

University Hall is intended for academic instruction. Events, especially those with amplified sound are prohibited when classes are scheduled in the building.

Weekdays: Prohibited

Weekends: After the last scheduled class concludes.

VIII. Course Scheduling and Academic Spaces

Classrooms are intended for academic instruction. Courses are scheduled by the Registrar's Office. Once the course schedule is completed for the upcoming term, all classrooms and auditoriums are released to the Event Services for scheduling non-academic meetings, events and activities. The following policies pertain to the non-academic reservations scheduled by Event Services in academic spaces:

A. Academic Course Scheduling:

Academic courses and course related requests (e.g. seminars, exams, study sessions, etc.) are scheduled by the Registrar in coordination with the Dean's Office College Schedulers, and should not be submitted through 25Live. Academic departments and faculty must contact their College Scheduler to discuss the space needs for their course or course-related activity. A list of College Schedulers is available online: www.umb.edu/registrar/faculty-staff

B. 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 as indicated below.

On April 15, events can be booked in classrooms during the following Fall Semester.

- Fall Semester events April 15
- Spring Semester events: November 15
- Summer Session events: February 15

C. Add/drop Period Block:

Academic spaces are placed on a temporary scheduling hold during the add/drop course registration period at the beginning of each semester. Requests for meetings and events in classrooms will not be accepted during this time.

D. Classroom Layouts:

Academic spaces must be used in the existing layout. Furniture may not be added, removed, or rearranged.

E. 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 prohibited. Inventory is recorded 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.

F. Food and/or beverage:

Not permitted in auditoriums.

IX. Solicitation, Vendor Sales, and Exhibitor Tables

The university provides space for vendors, businesses, and nonprofit organizations 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. The sale of items already provided by an existing campus vendor, such as books, food, etc., requires special approval. UMass 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.

Under no circumstances may a vendor/organization/business collect names or other personal information from students, staff, or faculty. Vendors/organizations/businesses are not permitted to collect or solicit contact information, email addresses, phone numbers or other personal data from students, faculty, or staff, unless they receive written permission from the University to do so.

The vendor request process and current rates are outlined on the Vendor Agreement and Request Form (see appendix)

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.

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).

www.umb.edu/crtix/ada/event-accommodations/

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/default/files/board-policies/Response_to_Demonstrations.pdf

A. Disruptive Activities

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/campus-life/dean-of-students/student-conduct-process.

B. Procedures and Response Guidelines

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 between McCormack and Wheatley
- » Campus Center Lawn: From the front of the Campus Center to the waterfront
- » 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.
- » University Hall Courtyard: Between the Campus Center and University Hall

C. 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 the UMass Boston Police Department and Student Affairs to help ensure that the event is effective, to ensure participants' safety, and to assist organizers in seeing that the demonstration does not disrupt essential university functions. To ensure the safety of all participants, the UMass Boston Police Department 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.

D. 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.

E. 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, the UMass Boston Police Department or Student Affairs for those persons with views that differ from the views held by the event organizers.

F. 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.

G. 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).

H. 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.

I. Flyers, Posters, Banners and Signs

Flyers, posters, chalking, banners, and signs 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 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.

J. 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.

K. 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	www.umb.edu/campus-life/dean-of-students
Office of Civil Rights & Title IX	www.umb.edu/crtix/titleix/file-a-complaint
UMass Boston Police Department	www.umb.edu/police/contact/citizen-complaints

XII. Definitions:

- » **Activities:** Any lecture, presentation, conference, meeting, demonstration, performance or event that is not an academic course.
- » **Academic Course:** Any class, course or series of instructional activities scheduled by the Registrar's Office as part of the curriculum.
- » **Academic Space:** Classroom, auditorium, or lab space
- » **Business Hours:** Monday-Friday, 8:30 a.m. to 5 p.m.
- » **External Organization:** An entity other than university faculty, staff, or student. (Additional terms: client, non-university group, non-university organization, off-campus group, outside organization, etc.)
- » **External 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.)
- » **Event:** A single, series or any combination of planned meetings, presentations, functions, gatherings (including protests, marches, etc.), or other activities that are not part of or directly related to the University's curriculum.
- » **Monitoring and Updates:** The Director is responsible for ensuring compliance with this policy and updates. The Assistant Vice Chancellor of Campus Services and the Senior Associate Director of the Campus Center and Event Services office may communicate and coordinate with departments to facilitate and assist with compliance.
- » **Oversight Department:** Campus Center and Event Services. Oversight requires close collaboration with, but not limited to, the Office of Contracts and Compliance, Academic Affairs and the Division of Student Affairs including the UMass Boston Police Department, Student Activities and the Dean of Students Office.
- » **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 of Student Activities to receive university support, space, services or equipment.
- » **Requestor:** Individual or Organization requesting space and university resources.
- » **Responsible Party within department:** Director, Campus Center and Event Services
- » **Space:** an area, usually defined by some form of constructed boundary, structure or building.
- » **User, Internal user, university user:** Any currently enrolled student or university employee.

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

XIII. Appendix

- A. Standard Rate Event Agreement
- B. University Rate Event Agreement
- C. Vendor/Exhibitor Application and Agreement