

TEMPLE UNIVERSITY

BOARD OF TRUSTEES

POLICIES AND PROCEDURES MANUAL

Title:	Use of University Facilities by External Groups
Policy Number:	04.34.01
Issuing Authority:	Board of Trustees
Responsible Officer:	President
Date Created:	October 13, 1970
Date Last Amended/Reviewed:	January 2021
Date Scheduled for Review:	Spring Semester 2023
Reviewing Office:	Office of University Counsel

Scope of Policy and Rationale

This policy ensures that university buildings and facilities on all domestic university campuses¹ are used to support and enhance the mission of the university, including teaching, research and service; to encourage the proper and efficient use of university resources; to support good community relations; and to support university constituents such as students, faculty and staff. This policy also promotes the university's commitment to freedom of expression and will be interpreted and applied by the university consistent with the First Amendment and applicable law.

Under federal and state law, expressive activities on the university's campuses may be subject to reasonable regulation as to their time, place and manner, but without regard to their content or viewpoint. No policy can address every possible activity or situation that may occur on university property, and the university reserves the right to address such situations in light of the circumstances at the time.

The use of any area of any university campus by student workers or other university employees who are performing their job duties is governed by the employee handbook or work rules applicable to the worker or employee.

Policy

1. General

Temple University's facilities are available to external users, subject to internal demand and the educational mission of the university. Use of any facility shall not be

¹ International campuses are subject to local laws and regulations and policies promulgated by local administration, as approved by the university.

authorized where the use may interfere with the conduct of university activities. The accomplishment of the educational mission of the university has first priority in all decisions concerning use of any facility under this policy.

Except where activities occur in public forums and do not impede or obstruct vehicular and pedestrian traffic (public streets and sidewalks), external groups utilizing university property shall be required to abide by all university event registration procedures and event restrictions as established by the university from time to time. These procedures and restrictions shall not consider the content of any expressive activity.

2. Facilities Available

Subject to compliance with applicable procedures, facilities on all domestic campuses may be made available, including classrooms, conference rooms and auditoria, but not including offices or special purpose facilities except as noted below.

The use of facilities such as the Temple Performing Arts Center, Tomlinson Theater, Pearson-McGonigle Hall, Charles Library, the Liacouras Center, and special purpose rooms and facilities will be subject to procedures set forth by the cognizant officer responsible for that area, which shall be consistent with this policy.

Founder's Garden is not available to groups external to the university except by special invitation of authorized university officials.

3. Procedure

Requests for the use of facilities on any university campus must be referred to the appropriate university office as determined from time to time by the President. That office will evaluate the request in accordance with this policy and applicable procedures; will determine the availability of the space requested; and will ensure the execution of required agreements and forms by the external user.

This policy will be administered by the appropriate designees at each university campus. Those designees shall be empowered to review and process of requests for use of facilities.

The University reserves the right to impose reasonable time, place and manner restrictions on use of university facilities.

In addition, the university may reschedule, relocate, reject or cancel any event which it anticipates will substantially disrupt or interfere with the university's operations, including closing buildings, cancelling classes, disruption of classroom and/or research activities and the like.

The university also may reschedule, relocate, reject or cancel any event if it is deemed necessary due to safety and security concerns. If, for example, the university determines based on advice of law enforcement that there are true threats or a risk of imminent violence or other criminal conduct that would endanger persons or property and are likely to occur, the university may modify, reschedule, reject or cancel the event.

4. Costs

All external groups seeking to use university facilities must pay all of the university's costs related to such use, including, without limitation, custodial service, safety and security, set-up and clean-up, and other overhead or logistical support.

In addition, external groups shall be required to demonstrate that they have insurance satisfactory to the university. In the event an external group is unable to obtain appropriate insurance, it will not be permitted to use university facilities or buildings for events within the scope of this Policy unless it is sponsored by a registered student organization or a university academic or administrative unit. Any such sponsorship shall not relieve the external group from responsibility for costs related to its use. Individual students, faculty and staff may not sponsor non-university individuals or groups under this Policy.

Notes

1. **Dates of official enactment and amendments:**

Adopted by the Board of Trustees on October 13, 1970.

2. **History:**

Revised December 2020.

3. **Cross References**

Board of Trustees Policy #04.34.02, Employers Access For Recruiting at Temple University

Presidential Policy #04.34.11, University Scheduling and Space Management Policy

Presidential Policy #07.50.01, Political Campaign Activities

Presidential Policy #04.34.12, Excessive Sound