

Campus Use of University Facilities Procedures

Table of Contents

<i>I.</i>	<i>Introduction.....</i>	<i>2</i>
<i>II.</i>	<i>Definitions</i>	<i>2</i>
<i>III.</i>	<i>Application for Use of University Facilities and Outdoor Spaces.....</i>	<i>5</i>
<i>IV.</i>	<i>Special Use Facilities and Special Use Outdoor Spaces.....</i>	<i>6</i>
<i>V.</i>	<i>Conditions of Use.....</i>	<i>6</i>
<i>VI.</i>	<i>Events in Outdoor Spaces.....</i>	<i>7</i>
<i>VII.</i>	<i>Use of University Facilities and Outdoor Spaces for Expression and Advertising.....</i>	<i>8</i>
<i>VIII.</i>	<i>Specifically Prohibited Uses.....</i>	<i>9</i>
<i>IX.</i>	<i>Campus Closure.....</i>	<i>10</i>
<i>X.</i>	<i>Appeals.....</i>	<i>11</i>
<i>XI.</i>	<i>CUUF Appendices.....</i>	<i>11</i>
<i>A.</i>	<i>CUUF Appendix on Canvassing.....</i>	<i>11</i>
<i>B.</i>	<i>CUUF Appendix on Commercial Solicitation.....</i>	<i>12</i>
<i>C.</i>	<i>CUUF Appendix on Chalking.....</i>	<i>12</i>
<i>D.</i>	<i>CUUF Appendix on Banners and Fliers.....</i>	<i>13</i>
<i>E.</i>	<i>CUUF Appendix on Temporary Structures.....</i>	<i>15</i>
<i>F.</i>	<i>CUUF Appendix on Motorized Off-Road Vehicles including Golf Carts and ATVs.....</i>	<i>15</i>
<i>G.</i>	<i>CUUF Appendix on Slacklining and Hammocks.....</i>	<i>16</i>

I. Introduction

The Chancellor adopts these Procedures to govern the Scheduling Authority's decisions regarding the use of University Facilities and Outdoor Spaces pursuant to the Campus Use of University Facilities Policy and to Regent Law Article 14.B.3.

II. Definitions

- A. "Academic Event" means use of a Facility or Outdoor space for teaching and/or instructional programs for University credit or for research by University personnel.
- B. "Approved Scheduling Protocol" means a scheduling process that has been reviewed and approved by the CUUF committee and that includes appropriate safeguards to ensure that sufficient campus resources are available to support scheduled activities.
- C. "Assistance Animal" means an animal that provides emotional or other support that minimizes one or more identified symptoms or effects of a person's disability, including therapy animals, emotional support animals, and comfort animals.
- D. "Canvassing" means communicating a non-commercial message, including but not limited to communication through the following means: carrying a sign; soliciting a signature for a petition; or distributing non-commercial Literature. Canvassing shall comply with the *CUUF Appendix on Canvassing*.
- E. "Chalking" means using chalk on sidewalks or other surfaces to write messages or draw pictures. Chalking shall comply with the *CUUF Appendix on Chalking*.
- F. "Commercial" means occupied with or engaged in commerce or work intended for commerce, including any exchange, barter, purchase, or sale of goods or services, whether direct or indirect. This definition also includes direct fund-raising by non-profit organizations, but does not include general advocacy activities by such organizations.
- G. "Commercial solicitation" means approaching another person to communicate a commercial message, including but not limited to communication through the following means: offering information about services or sales; soliciting an email address, phone number, or other contact information for commercial purposes; or distributing any sales flier, coupon book, sample, promotional item, coupon, or similar item. Commercial Solicitation shall comply with the *CUUF Appendix on Commercial Solicitation*.
- H. "CSI" means the Center for Student Involvement.
- I. "CUPD" means the University of Colorado Boulder Police Department.
- J. "CUUF Appendix" means any of the Appendices appended to this policy that govern operational aspects of Facility and Outdoor Space use. The Chancellor or designee may adopt additional CUUF Appendices, and may amend or rescind existing CUUF Appendices.

- K. “CUUF Committee” means a standing committee established by and responsible to the Chancellor of CU Boulder. The CUUF Committee consists of: a chairperson; a representative of CUSG; one member of the Boulder Faculty Assembly; one member of the Boulder Staff Council; a representative of the Provost; a representative of the Vice Chancellor for Student Affairs; a representative of the Athletic Department; a representative from the University Police Department (CUPD); a representative from Parking and Transportation; a representative of Facilities Management; representative(s) of Housing/Residence Life and Campus Dining Services; the Non-Academic Scheduling Planner; a representative of CSI; a representative of Risk Management; a representative of Recreation Services; and a representative of Strategic Relations.
- L. “Event” means use of a Facility or Outdoor Space for a specified period of time.
- M. “Event and Activities Approval Guidance” means the policy and process by which events and activities are submitted and reviewed.
- N. “Facility” means a building or space within a building on property owned by the University. Facility does not include any attached terrace, patio, courtyard, or plaza.
- O. “General Use Facility” or “General Use Outdoor Space” means a Facility or Outdoor Space not identified as a Special Use Facility or Special Use Outdoor Space.
- P. “Hammock” means a swinging couch or bed consisting of net or cloth, typically time between two poles or trees.
- Q. “Literature” means a newspaper, book, sticker, magazine, pamphlet, flier, booklet, or newsletter. Literature does not include a material item affixed to a secondary surface.
- R. “Non-academic Event” means any Event that does not qualify as an “Academic Event.”
- S. “Non-Affiliate” means a person who is not a student or employee.
- T. “Outdoor Space” means all outdoor University property that is not a Facility, including but not limited to sidewalks, kiosks, railings, walls, light poles, trees, fences, benches, bridges, bodies of water, underpasses, breezeways, streets, fields, lawns, parking lots, hardscapes, plazas, patios, or terraces.
- U. “Posting” means placing a sign, banner, flier, poster, announcement, or other type of document or material on any wall, door, kiosk, bulletin board, or other surface. All Postings must comply with the *CUUF Appendix on Signs, Banners, and Fliers*.
- V. “Responsible Party” means the individual who is responsible and accountable for scheduling, planning, and executing an Event and who will ensure there is appropriate oversight for the duration of the event. The Responsible Party may be an enrolled student, authorized representative of a Student Organization, authorized representative of a University Department, authorized representative of an external business or organization, or a private individual.
- W. “Restricted Access Date” means a date that has been designated by the SET Team as one on which Significant Events cannot be scheduled except under the direction of the Chancellor.

- X. “SAFE Committee” is made up of various University Department stakeholders who review proposed Events for compliance with laws, University policies, and codes; for the safety of event attendees; and for protection of the Facilities and the constituents of the University.
- Y. “Scheduling Authority” is the individual with the authority to approve or cancel an Event for a designated Facility or Outdoor Space. A list of Facilities and Outdoor Spaces and the relevant Scheduling Authorities for each can be found on the *CUUF webpage*.
- Z. “Service Animal” means a dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or performing tasks for purposes of this definition.
- AA. “SET” means the Significant Events Team, which is responsible for designating events as Significant Events and ensuring these events have the administrative support they need to be safe and successful. The SET reports to the Chancellor.
- BB. “Sign” is any temporary, movable placard, poster, flag, or other object used for the purpose of conveying a message, which may be free-standing, affixed to a surface, or anchored in place. “Sign” does not include messages and displays held by an individual. All placement of Signs must comply with the *CUUF Appendix on Signs, Banners, and Fliers*.
- CC. “Significant Event” is an event that has the potential to disrupt the academic mission; the potential to affect University operations (including access to campus and staff time); or major health and safety concerns or cost implications for the University and neighboring community.
- DD. “Slacklining” means an activity in which the participant walks on a span of nylon climbing or Slacklining webbing, positioned horizontally with the ground below and securely anchored at two fixed points.
- EE. “Special Academic Event” is an Academic Event that takes place at a location or at a time that differs from that which was reported to the Office of the Registrar prior to the first day of classes each term.
- FF. “Special Event Zone” means an Outdoor Space designated by the University Police in connection with specific events on campus. Any Facility or Outdoor Space or portion of either that has been designated a Special Event Zone is a non-public forum for the duration of the Special Event Zone.
- GG. “Special Use” means Facility or Outdoor Space or portion thereof that has its own use priorities. A list of Special Use Facilities and Outdoor Spaces can be found on the *CUUF webpage*. Approval by the Chancellor for Special Use designation can be made for an entire or part of a Facility or Outdoor Space.
- HH. “Student Activities” means activities, scheduled or unscheduled, conducted by, or sponsored by, a Student Organization.

II. “Student Forum” means any generally accessible open Outdoor Space. Student Forums are available to students for expressive purposes as provided in these Procedures, and subject to section 23-5-144 of the Colorado Revised Statutes.

JJ. “Student Organization” means an organization in good standing with, and officially recognized by, the Center for Student Involvement as either a Recognized Student Organization (RSO) or Recognized Social Greek Organization (RSGO).

KK. “Temporary Structure” means anything that is constructed of tangible materials, whether freestanding, staked, or attached to any Facility or in any Outdoor Space, and includes, but is not limited to any: table, booth, tent, shed, awning, inflatable structure, or any other kind of shelter; vehicle, cart or trailer; art installation, sculpture, or display; scaffold, ramp, railing, staging, or any other type of framework; bleachers or bench; or fence, barricade, or other type of barrier.

Temporary Structures must comply with the *CUUF Appendix on Temporary Structures*.

LL. “University” means the University of Colorado Boulder (CU Boulder).

MM. “University Contract” means a contract, lease, memorandum of understanding, or other agreement that has been signed by an individual who has been granted contracting authority according to the provisions outlined in the *Administrative Policy Statement (APS) Contracting Authority*.

NN. “University Department” means a University of Colorado Boulder school, college, office, department, institute, or center.

OO. “UMC” means the University Memorial Center.

PP. “VCIS” means the Vice Chancellor for Infrastructure and Safety.

III. Application for Use of University Facilities and Outdoor Spaces

A. A Responsible Party wishing to use a University Facility or Outdoor Space for a Special Academic Event or for a Non-Academic Event must schedule the Event in advance and receive approval from the appropriate Scheduling Authority prior to the Event occurrence.

B. The Responsible Party must assume responsibility for the following:

1. All operating costs as provided herein including, but not limited to, rental fees, utility and utility location costs, non-routine clean-up, police/security, and parking/traffic; and for reimbursing the University for damage to University property or facilities that might occur in connection with the Event.

2. Compliance of Event activities with local, state, and federal laws, and with University policies and regulations.

C. The Scheduling Authority may determine that the Event needs to go through an additional review process by either the SET Team or the SAFE Committee.

D. The Scheduling Authority may deny an application or revoke the approval of an application for the use of University Facilities and Outdoor Spaces. The Scheduling Authority may consider any of the following in determining whether to approve an event:

1. The Responsible Party's adherence to the Approved Scheduling Protocol for the Facility or Outdoor Space.
2. The determination that the event is not in alignment with the *Campus Events and Activities Policy*.
3. The expectation that the activity will conflict with a previously approved University program or Event.
4. The risk of material and substantial disruption to academic, administrative, or operational functions of the University.
5. A history by the Responsible Party or the entity on whose behalf the Responsible Party is working of:
 - a) *Causing material disruption with University activities, property damage, or personal injuries.*
 - b) *Making material misrepresentations of Event logistics when scheduling an Event.*
 - c) *Violating the CUUF policy and/or other University policies in connection with prior scheduled Events.*
 - d) *Not fulfilling payment obligations to the University.*
 - e) *Reserving a Facility or Outdoor Space, and not holding the Event as scheduled and not cancelling the Event in advance.*

E. If the Scheduling Authority denies an application or revokes approval for an event, the Responsible Party may appeal the decision to the CUUF Committee chairperson or designee.

IV. Special Use Facilities and Special Use Outdoor Spaces

- A. The VCIS shall review all requests for Special Use designation and submit them to the Senior Vice Chancellor and Chief Financial Officer for final approval. The VCIS shall periodically review existing Special Use designations, and may recommend their revision or revocation.
- B. So long as a Special Use Facility adheres to an Approved Scheduling Protocol, the Special Use Facility shall have the authority to determine its own use priorities.
- C. No Special Use Facility shall have the authority to schedule a Significant Event on a Restricted Access Date without approval by either SET or the Chancellor.
- D. Except as to priority of use as set forth in Section IV of the CUUF Policy, the use of Special Use Facilities and Special Use Outdoor Spaces is governed by this policy.

V. Conditions of Use

- A. No University Contract may authorize a use prohibited by this policy.
- B. University Facilities and Outdoor Spaces may not be used in any manner that makes it appear, whether expressly or implicitly, that the University is endorsing a partisan, political, sectarian, or religious position.
- C. Programs and activities for children must comply with the *Child Protection Policy* and the *Guidelines for Children in the Workplace and/or Classroom*.

D. Animals (including reptiles and amphibians) are not permitted in any Facility or Outdoor Space, except:

1. Service Animals are allowed in all University Facilities as outlined in the Service and Support Animals Guidelines.
2. Assistance Animals, only as permitted in the *Service and Assistance Animals Guidelines*.
3. Animals used in research, instruction, or official University business.
4. Animals that have been pre-approved to appear at, or participate in, an Event by both the Scheduling Authority and building proctor or facility manager.
5. Fish in aquariums.
6. Leashed dogs in Outdoor Spaces other than competitive fields. Animals are not allowed on competitive fields except as outlined in V.D.4. above.
7. Animals within Residence Halls as outlined in Student Affairs Residence Life handbooks and policies.

DI. Temporary Structures must adhere to all requirements outlined in the *CUUF Appendix on Temporary Structures*. No installation of a Temporary Structure may begin without first being approved according to the protocol outlined in the *CUUF Appendix on Temporary Structures*.

DII. Events where alcohol will be served or consumed shall comply with *Alcohol Service on Campus Policy* and all other applicable laws, policies, and procedures.

DIII. All Non-University organizations, entities or individuals, including non-profit entities or organizations, using any Outdoor Space and/or Facility will be charged a rental fee for use of the space.

DIV. Student Organizations and University Departments that are hosting Events may be charged a rental fee for the use of an Outdoor Space or Facility if money (including donations, admission fees, or in-kind services) is collected.

1. Unless addressed in a University Contract for the Event, all revenue generated by an Event, whether collected in-person or online, must be deposited into a University, CSI, or University of Colorado Foundation account.
2. If a Student Organization and/or University Department sponsors an outside entity, a University Contract that includes a sharing of the profits and compensation to the University for the use of the Outdoor Spaces or Facilities must be in place.

DV. University Facilities and Outdoor Spaces may not be used for commercial, personal, or private financial gain except as approved by the University.

1. Approval by the University requires that the Event must be scheduled and approved by the relevant Scheduling Authority.

VI. Events in Outdoor Spaces

A. Students may engage in Canvassing in Student Forums as provided in the Appendix on Canvassing. Students may hold Events in Student Forums so long as such Events comply with these Procedures, and subject to the provisions of Section IV of the CUUF Policy.

B. The University may cancel, delay or relocate an Event as described in these Procedures in Section IX Campus Closure.

C. In addition to all the other requirements of this policy, Events in Outdoor Spaces must comply with the following requirements:

1. Events scheduled after dusk or before dawn in Outdoor Spaces shall have adequate lighting in the judgment of the VCIS or designee.
2. The Responsible Party shall make prior arrangements for adequate, available sanitary facilities within and/or in the vicinity of the Event before, during, and for a reasonable period of time following the conclusion of the Event.
3. The Responsible Party shall provide adequate emergency medical and fire services.

D. The following restrictions apply to outdoor amplified sound or music:

1. To support student success, no amplified sound is permitted on campus during the period of each academic term that starts with the last day of classes and ends after the last day of final exams.
2. A scheduled or unscheduled Event taking place in the UMC Dalton Trumbo Fountain Court area may use amplified sound or music only as follows:
 - a) *Between the hours of noon and 1 p.m. on weekdays.*
 - b) *Between 5 p.m. and 11 p.m. on Friday.*
 - c) *Between 8 a.m. and 11 p.m. on Saturday and Sunday.*
3. Amplified sound or music is prohibited in the restricted sound areas except as follows:
 - a) *If the Event is sponsored by the President or the Chancellor;*
 - b) *If the Event occurs between 5 p.m. and 11 p.m. on Friday; or*
 - c) *If the Event occurs between 8 a.m. and 11 p.m. on Saturday or Sunday.*
4. All other approved Events in an Outdoor Space may have outdoor amplified sound or music if the following conditions are satisfied:
 - a) *The level of sound, amplified or unamplified, from the Event does not exceed 80 decibels when measured at the perimeter of the event space.*
 - b) *The Event does not begin before 8 a.m. or continue after 11 p.m., except for a regularly scheduled football game.*
 - c) *The Responsible Party provides an appropriate mechanism, as determined by the SAFE Committee, to achieve compliance during the Event and to enable the University to respond to complaints.*
5. University officials (e.g., representatives of the Chancellor, Vice Chancellors, or CUPD) have the authority to require a reduction in the noise level to bring the event into compliance with this policy. Failure to comply within a reasonable period of time may result in a termination of the Event, fines, and/or forfeiture of future use of University Facilities and Outdoor Spaces.

VII. Use of University Facilities and Outdoor Spaces for Expression and Advertising

- A. Canvassing shall comply with the *CUUF Appendix on Canvassing*.
- B. Commercial Solicitation shall comply with the *CUUF Appendix on Commercial Solicitation*.
- C. Chalking shall comply with the *CUUF Appendix on Chalking*.

- D. Posting of banners, fliers, signs, lawn signs, sandwich boards, and other materials shall comply with the *CUUF Appendix on Signs, Banners and Fliers*.
- E. Advertising
1. No person or organization may post or distribute Commercial advertising in Facilities or Outdoor Spaces.
 2. This section does not apply to advertising pursuant to a University Contract.
- F. Unattended Literature in Facilities and Outdoor Spaces
1. No person or organization may leave unattended Literature in any Outdoor Space.
 2. No person or organization may leave unattended Literature in any Facility except pursuant to a license agreement with the Facilities Management.
 3. The University Department of Facilities Management, in consultation with the building proctor, will designate appropriate locations and protocol for the placement of unattended Literature.
 4. The University will dispose of Literature placed in Facilities or Outdoor Spaces in violation of this policy without notice.
- G. Dalton Trumbo Fountain Court
1. In recognition of its namesake, free speech and civil rights advocate Dalton Trumbo, the Dalton Trumbo Fountain Court ("Fountain Court") area provides a space for the free expression of ideas on campus by allowing for public non-commercial discussion and public expression without scheduling between the hours of 9 a.m. and 5 p.m.
 2. If the entire Fountain Court has been reserved or is otherwise unavailable, unscheduled use as provided herein may take place on the UMC Plaza.
 3. Unscheduled use of the Fountain Court or UMC Plaza must comply with following:
 - a) *The use cannot conflict with a previously scheduled Event.*
 - b) *The use must not involve any specifically prohibited use as set forth in Section VIII below.*
 - c) *The use must comply with the conditions of use set forth in Section V.*
 - d) *Except as allowed under Section VI.D.2. above, amplified sound is not permitted at any unscheduled event.*
 - e) *Temporary Structures are prohibited.*
 4. The capacity of the Fountain Court is 1,500 persons. No unscheduled use can exceed this number of persons.
 5. Anyone wishing to make unscheduled use of the Fountain Court should confirm with the Events, Planning and Catering Office that the space has not been reserved.

VIII. Specifically Prohibited Uses

- A. The following uses of University Facilities and Outdoor Spaces are prohibited:
1. Any use that presents an unreasonable risk of injury or damage to person or property.
 2. Any use that does not comply with this policy; that violates federal, state, or applicable local law, regulation, or ordinance; or that violates any Regent Law or other University policy or procedure.

3. Camping and activities that reasonably appear, in light of all the circumstances, that an Outdoor Space is being used for temporary living accommodation purposes such as overnight sleeping; making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping and/or erection of a tent or other shelter); making any fire for cooking; or using or preparing to use tents, motor vehicles, or other structures for sleeping and/or cooking.
4. Golfing.
5. Motorized off-road vehicles (MOVs), including golf carts, gators, ATVs, and similar motorized devices other than those allowed under the *CUUF Appendix on Motorized Off-Road Vehicles including Golf Carts and ATVs*. Powered mobility devices used for locomotion by individuals with a mobility disability are exempt from this prohibition.
6. Skiing, sledding, tubing, or snowboarding on University property unless the activity is part of a scheduled Event. Sledding includes, but is not limited to, sliding on a tray, piece of cardboard, or any other object.
7. Boating, fishing, or swimming on or in any body of water on University property except for maintenance operations and use by dedicated emergency response agencies. Boating includes, but is not limited to, floating in or on any boat, canoe, personal watercraft, inner tube, raft, surfboard, or other watercraft.
8. Activities known as parkouring and “buildering,” including climbing or rappelling on the exterior of any Facility or on any crane or other construction equipment.
9. Launching a rocket or other projectile unless the activity is part of a scheduled Event.
10. Use of rooftops unless pre-approved by the Associate Vice Chancellor Integrity, Safety and Compliance.
11. Helicopters except for those responding to an emergency on campus.
12. Slacklining or use of Hammocks that fails to comply with the CUUF Appendix on Slacklining and Hammocks.
13. Food trucks and other mobile food or beverage distribution systems not operated by a University Department that fail to comply with the *Third Party Food Service Providers Policy*.
14. Use of smoking products.
15. Unmanned aircraft systems (UAS), drone, or model airplane use that does not comply with the University’s *Unmanned Aircraft System Operations Policy*.
16. Still and/or video photography that violates the University’s *Motion Picture, Video and Photography Guidelines*.

IX. Campus Closure

A. The Chancellor or designee may close all or a portion of the campus, including Special Use Facilities and Outdoor Spaces, or limit access to specified areas of the campus for one or more of the following reasons:

1. Weather, flood, fire, or other emergencies. Applicable campus policies will control these closures.

2. To prevent material or substantial disruption of the University's operations and/or activities.
 3. Public safety.
 4. Construction or maintenance project or operation.
- B. If there is a closure under this policy, no Events will be scheduled and any scheduled Events may be canceled, delayed or relocated. If only a portion of the campus is closed or has access limited to it, no Events will be scheduled for that portion of campus and any Events scheduled for that part of campus may be canceled, delayed or relocated.
- C. Anyone in an area that has been closed under this section may be cited for trespass.

X. Appeals

- A. If a Responsible Party is dissatisfied with a decision under the Campus Use of University Facilities Policy or under these Procedures and has not received an explanation of the decision, the Responsible Party may request a written explanation of the basis for the decision from the decision-maker (i.e., the CUUF Committee, the SAFE Committee, the Scheduling Authority, or the building proctor). The decision-maker shall provide a written explanation for the decision within five (5) business days of receiving the request.
- B. A Responsible Party who is a student or a Student Organization may appeal a decision by the CUUF Committee, the SAFE Committee, a Scheduling Authority, or a building proctor to the Dean of Students. Any other Responsible Party may appeal such a decision to the VCIS.
- C. The appeal must be in writing and filed with the CUUF Committee chairperson within 10 days of either the decision or, where applicable, receipt of the written explanation under section X.A.
- D. The CUUF Committee chairperson shall be responsible for transmitting the appeal, along with any relevant information, to the Dean of Students or the VCIS. In the sole discretion of the administrator who will hear the appeal, the Responsible Party may give a presentation to that administrator. The review shall be *de novo*.
- E. After evaluating the appeal and relevant information, the Dean of Students or the VCIS shall promptly issue a written decision. That decision shall be final.

XI. CUUF Appendices

A. CUUF Appendix on Canvassing

Publicly accessible Outdoor Spaces constitute a Student Forum. Therefore:

1. Students may engage in unscheduled Canvassing on sidewalks, and in other outdoor areas not otherwise scheduled for an Event, so long as such students maintain a 25-foot distance from building entrances and from areas scheduled for Events.
2. Non-Affiliates who wish to engage in Canvassing must schedule their intended activity as an Event or conduct their activity in the Dalton Trumbo Fountain Court, as provided in Section VII.G of the CUUF Procedures.

3. Students engaged in Canvassing may not use tables, displays, or any other Temporary Structure, permanent structure, or framework.
4. The Responsible Party need not be present for the entirety of a scheduled Event that involves Canvassing as long as he or she is available during the Event at the contact number provided to the Scheduling Authority.
5. Canvassing shall not obstruct or disrupt entrance or egress to any Facility or Outdoor Space or obstruct or disrupt the flow of pedestrian or vehicular traffic.
6. No person engaged in Canvassing may leave Literature, fliers, samples, promotional items, coupons, or any other tangible items behind or unattended anywhere on the campus.

B. **CUUF Appendix on Commercial Solicitation**

Commercial Solicitation is permitted only as provided elsewhere in the CUUF Procedures or in the following circumstances:

1. UMC Table Rentals
 - a) *Non-Affiliates may rent tables in UMC Outdoor Spaces through Student Organizations in order to engage in Commercial Solicitation. Student Organizations should work with a UMC Event Planner to enter into such rental agreements.*
2. Designated Commercial Solicitation Spaces
 - a) *Non-Affiliates may apply for permission to use one of the Designated **Commercial Solicitation Spaces** through the relevant Scheduling Authority, provided that the Non-Affiliate may not sell products or receive money in such spaces.*
3. Contractually approved Commercial Solicitation
 - a) *Commercial Solicitation is permitted if it is provided for in a contract with a Student Organization or University Department, for example, a vendor fair that is part of a larger Event. Any such contract must comply with the provisions of Sections V.G. and V.H. of this document.*

C. **CUUF Appendix on Chalking**

1. Chalking may be used only to promote University programs or Student Activities. Chalked messages must indicate which University Department or Student Organization created the chalking if it is not reasonably apparent in the message.
2. Chalking may not be used to promote organizations or events that are not affiliated with the University.
3. Chalking may not be used for Commercial purposes, including advertising or other promotion.
4. The University restricts Chalking to concrete or asphalt exterior sidewalks that are exposed to natural elements.
5. Chalking is prohibited:
 - a) *On exterior vertical surfaces and horizontal surfaces under overhangs or roofs or within covered walkways.*
 - b) *On building exteriors, including walls, doors, windows, facades, roofs, or retaining walls.*
 - c) *On patios, plazas, or terraces, except for the terrace to the south of the entrance to the UMC.*
 - d) *Within 10 feet of any building entrance or doorway.*
 - e) *On benches or other surfaces intended for seating.*

f) *Inside buildings.*

6. Chalking must be done by using water-soluble stick-chalk that quickly fades away with the natural elements within a few days.
7. Use of any other types of chalk including, but not limited to, spray chalk, chalk paint, chalk markers, and other forms of liquid or powdered chalk is not permitted.
8. The University may erase, without notice, any chalked messages that do not comply with University policies and regulations. No one other than authorized university personnel acting pursuant to this paragraph may erase or alter chalked messages.
9. Any person or organization found to have violated the *CUUF Appendix on Chalking* may lose Chalking privileges, be subjected to disciplinary action, and/or be required to pay for the cost of removal.

D. **CUUF Appendix on Signs, Banners, and Fliers.**

These standards are established to protect University buildings and property from damage; to ensure the safety and security of students, employees, and visitors; to protect the visual appearance and environment of the University; and to support the University's overall brand and message.

1. Posting of Signs, banners, fliers, sandwich-board signs, lawn signs, and other materials is not permitted except as provided in this Appendix. This Appendix does not apply to Signs held by individuals, Signs related to campus construction or public safety operations, or to permanent signage.
2. The University allows only the Signs that comply with the standards in this Appendix.
3. All Signs posted in an Outdoor Space or on the exterior of a Facility must be pre-approved by the CUUF Committee. In deciding whether to grant the request, the CUUF Committee may consider any of the following:
 - a) *The duration, size, material, location of the posting, and adherence to branding standards.*
 - b) *ii. The connection to the University's mission.*
 - c) *iii. Whether the posting is done pursuant to a written contract with a University Department.*
4. The CUUF Committee may delegate the authority to approve Signs that meet specific requirements to a designated position or positions within a University Department.
5. Signs that promote or advertise products, events, or activities not sponsored by the University are permitted only in the following circumstances:
 - a) *On the Ekeley kiosk. Postings on the Ekeley kiosk are removed on a weekly basis;*
 - b) *ii. On interior bulletin boards in buildings where the building proctor permits postings for events and activities not related to the University;*
 - c) *iii. Where permitted by a contract, lease, or license with the University.*
6. Signs placed in violation of this policy or not removed at the end of a pre-approved time period may be removed and destroyed without notice.
7. Banners

- a) *“Banner” means any sign, pennant, banner, flag, or other posting that is 18 inches by 24 inches or larger.*
- b) *ii. Banners may be used only by University Departments to promote campus events, activities, and campaigns that these same departments are sponsoring.*
- c) *iii. Only University Departments may request permission to post a Banner on a Facility exterior or in an Outdoor Space.*
- d) *iv. Banners will be approved for display for a specified period of time, after which they must be removed.*
- e) *Installation methods must be reviewed and approved by Facilities Management prior to the installation.*
- f) *Banner appearance must be approved by Strategic Relations to ensure compliance with University branding guidelines.*

8. Free-Standing Signs

- a) *“Free-Standing Sign” is any movable, self-supported Sign. Examples of Free-Standing Signs include sandwich-board signs, A-frames, pedestal signs, and feather signs.*
- b) *Free-Standing Signs may be placed only by the following:*
 - (1) A University Department for the purpose of promoting a University Department program.
 - (2) A Student Organization.
 - (3) A Non-Affiliate who has been granted the authority through a University Contract.
- c) *Free-Standing Signs may not be placed in locations that will impact pedestrian traffic or vehicle visibility.*

9. Lawn Signs

- a) *“Lawn Sign” means an H-frame temporary sign that is staked into the ground in an Outdoor Space.*
- b) *Lawn Sign placement must be scheduled through, and pre-approved by, the Events, Planning, and Catering Office.*
- c) *Lawn Signs may be placed only by the following:*
 - (1) A University Department for the purpose of promoting a University Department program.
 - (2) A Student Organization.
 - (3) The University of Colorado Student Government (CUSG) or a candidate for CUSG office in connection with a CUSG election.
- d) *Maximum Lawn Sign dimensions are 18 inches by 24 inches.*
- e) *No person or entity may place more than 20 Lawn Signs at any given time.*
- f) *Any Lawn Signs placed in violation of this policy or not removed at the end of the pre-approved time period will be removed and destroyed without notice.*

10. Postings inside Facilities

- a) *Building proctors who permit interior postings, whether on bulletin boards or other surfaces, shall establish guidelines governing interior postings. Such guidelines shall address:*
 - (1) Permissible locations for postings;
 - (2) Permissible methods for affixing postings;

- (3) Length of time that postings are allowed;
- (4) Groups or individuals who may post materials; and
- (5) The categories of events and activities to which postings may relate.

b) These guidelines may incorporate such criteria as affiliation with or furtherance of the University or a University Department's educational mission or cultural programming. In enforcing these guidelines, the building proctor shall not discriminate based upon viewpoint, but only upon objective criteria (e.g., nexus to the University Department).

E. CUUF Appendix on Temporary Structures

1. A Temporary Structure must be scheduled through an Approved Scheduling Protocol and approved by the Scheduling Authority responsible for the location prior to installation.
2. Based on the nature and location of the Temporary Structure either of the following may be required as part of the Approved Scheduling Protocol:
 - a) An on-site meeting with any or all of the following departments:*
 - (1) Facilities Management
 - (2) Environmental Health and Safety
 - (3) Risk Management
 - (4) CUPD
 - (5) Fire, Life and Safety
 - (6) Parking and Transportation Services
 - (7) Strategic Relations
 - b) Third-party insurance*
3. A Temporary Structure may not remain in place for longer than a period of 180 days in any consecutive 12-month period.
4. A Temporary Structure must comply with all relevant building and safety codes, as well as applicable local, state, or federal fire-safety requirements. This includes requirements regarding placement, structural materials, means of egress, accessibility, light, ventilation, and sanitation. Documentation of conformance with these requirements shall be furnished to the fire code official upon request.
5. Ground penetration (including, but not limited to, tent stakes, fencing, and sign posts) requires the Responsible Party to obtain utility locates by calling 811 or online at colorado811.org.
6. Temporary Structures in violation of this policy may be removed and disposed of without notice.

F. CUUF Appendix on Motorized Off-Road Vehicles including Golf Carts and ATVs

1. "Motorized Off-Road Vehicle" or "MOV" means a vehicle not intended for road use, including golf carts, Gators, Kubotas, ATVs, Bobcats, forklifts, and similar devices. MOV does not mean a vehicle or other device used for locomotion by individuals with a mobility disability.
2. Only MOVs being used for the following purposes are allowed on campus:
 - a) To transport personnel or equipment for University business; pursuant to a University Contract; or as part of an Event scheduled through an Approved Scheduling Protocol.*
 - b) All vehicles will comply with all City of Boulder ordinances regarding traffic rules*

3. MOVs must register with Parking and Transportation Services (PTS) and display either of the following when operating on campus:
 - a) *A University-issued permanent placard.*
 - b) *A temporary identifying sign issued by PTS.*
4. University employees and authorized volunteers must successfully complete the University's Defensive Driving training prior to operating a MOV on campus.
5. MOVs operating on campus walkways must:
 - a) *Yield to pedestrians, bicycles, and skateboards.*
 - b) *Refrain from operating during class changes.*
6. Drivers shall not:
 - a) *Exceed the passenger limit or load capacity of the MOV.*
 - b) *Use headsets or cell phones while operating a MOV.*
7. Any accident, damage, or personal injury involving a MOV, regardless of whether the MOV is parked or in motion at the time, must be reported to CUPD and Risk Management through the appropriate reporting mechanism.

G. CUUF Appendix on Slacklining and Hammocks

1. Participation in this activity is limited to University of Colorado Boulder affiliates.
2. Slacklining that involves any of the following must be scheduled as an Event and approved by the relevant Scheduling Authority as well as the SAFE Committee.
 - a) *A competition.*
 - b) *Fundraising.*
 - c) *More than five people.*
 - d) *A Slackline exceeding 50 feet in length.*
 - e) *Activities such as stunts or tricks.*
3. Slacklining or use of Hammocks is permitted between sunrise and sunset.
4. To provide for the safety of the campus community, the following guidelines have been established:
 - a) *Participants and spectators assume any and all risk associated with this activity. For participants, the risks include, but are not limited to, death, paralysis, and serious injury. Participants and spectators take full responsibility for following this section and best safety practices within this activity.*
 - b) *All slacklines or Hammocks may be affixed on a temporary basis while in use, and slacklines or Hammocks must be removed when not in use. The owner of the Slacklining or Hammock equipment is responsible for setting up and taking down the equipment by sunset each day and may not leave equipment unattended. Unattended Slacklining or Hammock equipment may be removed and stored without notice.*
 - c) *All equipment associated with the practice of Slacklining or Hammocks should be maintained in an operable and safe condition. This is the sole responsibility of the participants to ensure.*
 - d) *Lines may be affixed only to appropriately sized trees and in the manner set forth below:*
 - (1) Only trees greater than 1 foot in diameter may be used as anchor posts. Memorial trees or other trees posted by sign may not be used as anchors for this activity.

(2) To protect the bark on the trees, padded straps must be used, or some type of fabric, e.g., burlap, carpet squares, or similar material, must be placed between the tree and the line that is tied to the tree.

(3) Trees and/or landscaped areas showing damage from Slacklining activities may be restricted from future Slacklining activities at the discretion of the Manager of CU Facilities Management Outdoor Services Division or designee.

(4) Slacklines or Hammocks may be attached only to campus trees and may not be affixed to any other campus fixture, including but not limited to buildings, bike racks, handrails, art objects, fences, or light poles.

(5) A clear and flat landing surface must be present under the full length of the slackline.

e) Spotters are strongly recommended.

f) The slackline or Hammock may not be elevated to a height of more than four (4) feet at the center of the span.

g) Participants may not be under the influence of drugs or alcoholic beverages.

h) Slacklines or Hammocks may not be set up within a space that has been scheduled or designated for another use.

i) The center of a Slackline may not be within 20 feet of sidewalks, buildings, roads, streets, bikeways, water features, sport courts, bike racks, handrails, art objects, fences, or light poles.

j) At the direction of University officials for any reason, the activity must be curtailed and all equipment removed immediately.

5. Slacklining activities or use of Hammocks shall comply with such other guidelines as may be promulgated by the Vice Chancellor for Infrastructure and Safety or designee.

6. These guidelines may be enforced by the Police Department and/or Facilities Management for the safety of the community and to maintain the functions and processes of the University. Violations of these guidelines may result in both University sanctions and/or criminal prosecution.