



Ohio Administrative Code

Rule 3342-5-12.4 Administrative policy regarding event registration and use of university facility and grounds.

Effective: September 1, 2019

(A) Purpose. This policy serves to provide the administrative process for event registration of university facilities and grounds, as well as the conditions under which unregistered, non-exclusive use of university grounds may be permitted. Each regional campus shall comply with this rule as it may apply to event registration and use of its facilities and/or grounds.

(B) Scope. This policy applies to members of the university community (students, employees, registered student organizations, departments, and affiliates) as well as to individuals outside the university community (i.e., non-university parties) engaged in non-instructional use of university facilities and/or grounds.

(C) Definitions. The following definitions shall apply to this policy:

(1) Event. Any use of university facilities or grounds the must be registered under this policy.

(2) Registration. The formal process for reserving use of university facilities and/or grounds.

(3) Registered student organization. A student organization registered with the university pursuant to rules 3341-4-11, 3342-4-11.2, and 3342-4-11.201 of the Administrative Code.

(4) Department. A general term used in this policy to refer to the relevant office, department, center, school, college, division, etc. of the university.

(5) Affiliates. Non-university entities that have a formal, recognized affiliation with Kent state university and provide support and services essential to the mission of the institution.

(6) Sound amplification equipment. Any device used to amplify sound. Sound amplification equipment as defined in this policy is further regulated by rule 3342-4-03.303 of the Administrative Code.



(7) Facility. A general term used in this policy for any building, structure, or facility owned or operated by Kent state university.

(8) Grounds. A general term used in this policy for any outdoor areas on Kent state university property. Certain available university grounds shall mean areas identified by university events and conference services as available for exclusive use upon registration as provided for in this rule.

(9) Non-university party. Members outside the university community including, but not limited to: alumni, visitors, non-students, non-employees, and entities or organizations not registered through the Kent state university center for student involvement.

(D) Implementation. Any individuals or entities, including but not limited to registered student organizations, university departments, affiliates, and/or non-university parties, shall comply with this rule regarding use of university facilities and/or grounds.

(1) Use of university facilities for instructional purposes takes precedence over all other uses. The office of the registrar is responsible for scheduling university facilities for instructional purposes.

(2) The vice president for student affairs, through the office of university events and conference services (UECS), shall be responsible for developing, implementing, posting, and revising the policies and procedures for registering use of all available university facilities and/or grounds on the Kent campus of Kent state university. Each regional campus dean shall be responsible for creating similar policies and procedures consistent with this rule.

(E) Application.

(1) An event requiring use of university facilities or grounds shall not be considered registered until approved by UECS and such approval is communicated to the applicant.

(2) Inside. UECS, or the equivalent regional campus office, shall be responsible for the registration of all non-instructional events in university facilities. All non-instructional use must be registered through UECS, or the equivalent regional campus office.



(a) All events occurring inside a university facility must be:

(i) Sponsored by a registered student organization or university department. The registered student organization or university department sponsoring the event shall be responsible for such facility use fees as currently published by UECS, or equivalent regional campus office;

(ii) Registered through the process provided by UECS, with the request submitted in accordance with the time periods as published on the UECS or the equivalent regional campus office website. Material changes to registered events must be communicated to UECS, or the equivalent regional campus office, in writing no later than the date provided by UECS at the time of approval; and

(iii) Organized and conducted in compliance with applicable provisions of the Revised Code and Administrative Code, including but not limited to section 2917.40 of the Revised Code, as well as any applicable university policies.

(b) Signs attached to rigid supports or framework are prohibited inside university facilities.

(3) Outside. Events occurring outside on university grounds shall be subject to the following provisions:

(a) Exclusive use. In order to secure exclusive use of certain available university grounds for an event, the event must be registered through the process provided by UECS, or the equivalent regional campus office.

(i) The university department, registered student organization, affiliate, or non-university entity, registering the event shall be responsible for such facility use fees as currently published by UECS, or the equivalent regional campus office on the website. In the case of an individual, the individual registering the event is personally responsible for such fees.

(ii) Requests for exclusive use of certain available university grounds for an event must be submitted to UECS in accordance with the time periods published on the UECS, or the equivalent regional campus office website. Material changes to registered events must be communicated to



UECS, or the equivalent regional campus office, in writing no later than the date provided by UECS at the time of approval.

(iii) The event must be organized and conducted in compliance with applicable provisions of the Revised Code and Administrative Code, including but not limited to section 2917.40 of the Revised Code, as well as any applicable university policies.

(iv) Priority for registration of events on university grounds shall be reserved for registered student organizations and university departments.

(b) Unregistered, non-exclusive use. Members of the university community and non-university parties may engage in unregistered, non-exclusive use on university grounds provided that no sound amplification equipment is utilized, no temporary or semi-permanent structures are constructed or erected, and the use of university grounds is not intended to be exclusive. Individuals or entities engaged in unregistered, non-exclusive use must also comply with the following provisions:

(i) Time blocks. Unregistered, non-exclusive use of university grounds shall be regulated by one hour blocks of time. Should a registered event not assert or assume use of the space at the beginning of its registered period of time, the unregistered, non-exclusive use may continue for an additional one-hour block of time, or until such time as the registered event asserts or assumes its registered use, whichever is shorter. Time blocks begin with the beginning of the hour.

(ii) Notice. When possible, individual and/or entities engaging in unregistered, non-exclusive use should provide advanced notice to UECS, or the equivalent regional campus office, so as to avoid scheduling conflicts regarding existing registered events on campus. Events registered through UECS, or the equivalent regional campus office, have priority and exclusive use of university grounds over unregistered, non-exclusive use of university grounds.

(4) Prohibitions. Any use of university facilities or grounds may not:

(a) Significantly obstruct ingress and egress from any accessible point in a building, facility, or public way;



(b) Significantly obstruct or disrupt the functions of the university including, but not limited to, teaching, research, administration, public service or other registered events; or

(c) Significantly obstruct the free flow of pedestrian or vehicular traffic.

(5) Suspension and termination. Any use of university facilities or grounds under this policy may be temporarily suspended or immediately cancelled at the discretion of the director of public safety, or designee, in the occurrence of one or more of the following conditions:

(a) The event or a participant at the event threatens to immediately and materially disrupt the normal activities and/or functions of the university;

(b) The event or a participant at the event engages or threatens to engage in immediate unlawful criminal activities;

(c) The event or a participant at the event threatens the immediate health and safety of others, or poses an immediate and credible danger to the university community.

(F) Violation and sanctions. Events or use in violation of any provision within this rule as determined by a university official appointed by the vice president for student affairs or regional campus dean may be immediately cancelled upon notice. Any person failing to comply with a lawful order following such cancellation may be subject to applicable legal action and/or disciplinary sanctions.

(G) Appeal. Any individual, registered student organization, university department, affiliate, or non-university party may appeal a decision made under this policy to the vice president of student affairs in writing no later than thirty days following the date of the applicable decision was communicated to the aggrieved party. The decision by the vice president for student affairs shall be final.