

Adopted: 9.17.2024

Use of Facilities

POLICY STATEMENT

University buildings and grounds are intended for use by students, faculty and staff in support of the University's mission of teaching, research, service and economic development. Individuals, groups or organizations may use University buildings and grounds in accordance with University rules and regulations. This policy applies to all University of Missouri-Kansas City employees, students, University affiliates, contractors and visitors.

This policy is in compliance with Collected Rules and Regulations (CRR) §110.010. It shall be construed and applied in a manner consistent with CRR 110.010, other applicable CRRs, and applicable law.

The following procedures apply to the scheduling and use of facilities, the conduct of events/activities, and unscheduled expressive events and activities. This applies to all buildings, facilities, grounds and other indoor/outdoor spaces owned or controlled by the University of Missouri-Kansas City (collectively referred to as "facilities and grounds"). Examples of events and activities that may be covered by this Policy include the following when held on University facilities and grounds:

- Meetings and other group activities of student organizations;
- Speeches, performances, and other events by outside individuals or groups invited by recognized student organizations; and
- Demonstrations, protests, rallies, vigils, assemblies, and other free speech activities.

Expanded information for this policy is available under Resources below.

PROCEDURES

The following information and procedures assist with ensuring compliance with the above policy, and seek to ensure that individual and group rights of expression, assembly, dissent and protest are not infringed or abridged. At the same time, they seek to support and preserve the means to maintain the safety of all members of the University community and visitors to the campus; to enable the University to fulfill its mission of teaching, research, service and economic development; and to provide all members and visitors of the University community with the broadest possible latitude to speak, write, listen, challenge, and learn.

The following procedures are intended and shall be administered to provide content-neutral, minimally necessary standards and procedures to achieve these goals.

- [Unscheduled expressive events and activities](#)
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Unscheduled expressive events and activities

University employees, students, and student organizations may engage in unscheduled expressive events and activities in outdoor areas of the campus with the exceptions noted below.

The University is committed to protecting the rights of expression, assembly, protest, and dissent and to making its facilities and grounds available for these activities. Protecting impromptu and spontaneous assembly for the purpose of expression, protest, and dissent is essential to fulfilling this commitment. Thus, the lack of a reservation to use space is not a basis for terminating any expressive activity, including impromptu activities, unless the protest or assembly conflicts with a previously scheduled event in the same location, is being held in any of the restricted locations noted below, or is identified as engaging in one or more of the prohibited behaviors described below.

When an unscheduled activity conflicts with an event which was previously scheduled for the same time and space, the unscheduled activity shall be allowed to continue in its existing location until it needs to be relocated to allow for the prior scheduled activity or preparations for it. When relocation is necessary or desired by those engaging in the unscheduled activity, upon request, the appropriate University official will assist in relocating it to a space where the activity can continue or in scheduling it for a different time.

See “Scheduling and using facilities and grounds” for additional information on areas not available for unscheduled expressive events and activities, and possible costs incurred.

To ensure space is available for an activity, individuals and organizations are encouraged to schedule space in non-restricted areas as indicated below.

Scheduling and using facilities and grounds

Reserving facilities and grounds

Some spaces are reserved by other university departments or reservation coordinators. To schedule or reserve space for facilities and grounds, please use the contact information in the list below:

SPACE	WHO TO CONTACT TO RESERVE SPACE
Centrally Scheduled Classrooms	Office of the Registrar, 5115 Oak Street, room 115, 816-235-1125, or click here
UMKC Student Union, Atterbury Student Success Center	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
Campus Recreation Spaces	UMKC Campus Recreation, 816-235-1772, or click here (i.e. Swinney Recreation Center, Durwood Stadium, and Recreation Fields)
Residence halls and outdoor space adjacent to res halls	UMKC Office of Residential Life, 5051 Oak St, 2004 Oak Street Hall, 816-235-8840, or click here
City streets and sidewalks within the boundaries of UMKC	Requests to use these spaces for activities and events often require a permit from the City of Kansas City.
Administrative Center Conference Rooms	accfromreservations@umkc.edu
Health Sciences Campus Centrally Scheduled Classrooms	Medicine: https://med.umkc.edu/roomreservations/ Nursing: ashleydl@umkc.edu Dental: ziera@umkc.edu Pharmacy: poej@umkc.edu
Olson Performing Arts Center	umkcconservatoryscheduling@umkc.edu .
Bloch Heritage Hall and Bloch Executive Hall	https://bloch.umkc.edu/docs/umkc-bloch-school-space-use-guidelines_fall-2023.pdf
Outdoor Space	WHO TO CONTACT TO RESERVE SPACE
Health Sciences Campus Courtyard and Green Space	Medicine: https://med.umkc.edu/roomreservations/ Nursing: ashleydl@umkc.edu Dental: ziera@umkc.edu

	Pharmacy: poej@umkc.edu
The Quad	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
University Parkway and Playhouse	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
Bloch outdoor spaces	https://bloch.umkc.edu/docs/umkc-bloch-school-space-use-guidelines_fall-2023.pdf
Scofield Lawn	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
Katz Hall Lawn	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
Cherry Hall Courtyard	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .
Dancer statue space outside Swinny Rec	Student Union Conference Services – Student Auxiliary Services, Student Union 320 or click here .

Use of facilities and grounds

1. The end of each semester involves especially significant official use of facilities and grounds and especially significant interest in maintaining an environment free of disruption. Accordingly, special restrictions apply to use of facilities and grounds near the end of each semester:

- a. Only official academic and administrative units of the University, University affiliate organizations and the University alumni association, and registered student organizations with approval of their faculty advisor and campus leadership, are allowed to reserve spaces on campus during the period after the last day of classes through the end of any University Commencement activities.
- b. Scheduled or unscheduled activities or expression that could create noise disruption on campus will not be allowed after the last day of classes through the end of any University Commencement activities.
- c. The restrictions above shall apply for all such dates as indicated on the University's published Academic Calendar available from the University Registrar. For any academic unit that has unit-specific or University commencement activities, the restrictions above shall apply to facilities housing that unit and adjacent grounds on all such dates as indicated on that academic unit's published academic calendar.

2. Spaces listed below may be reserved in advance, upon the approval of the appropriate coordinator but are not available for unscheduled expressive events and activities:

- Areas managed by the University of Missouri-Kansas City Campus Recreation Department;

- Parking lots during time periods when parking permits (including temporary permits such as hourly parking passes and coin-op meters) are not required;
- The green spaces adjacent to residence halls and apartments (these areas are dedicated for the sole use of Residential Life); and
- Centrally scheduled classroom space.
- Centrally scheduled event and indoor campus building space.

3.. Spaces listed below are available for reservation by University or non-University organizations or departments. If these spaces are unreserved, they are available for unscheduled expressive events and activities:

- University Walkway
- University Playhouse
- Quad
- Cherry Hall Courtyard
- Scofield Lawn
- Katz Hall Lawn
- HSC Courtyard and Green Spaces

4. Spaces not available for reservation or unscheduled expressive events and activities by University or non-University organizations or departments at any time include:

- Areas within 20 feet of the entrance or exit to any building;
- 51st Street pedestrian walkway;
- Parking garages including the top level;
- Parking lots during time periods when permits (including temporary permits such as hourly parking passes and coin-op meters) are required;
- Planted gardens;
- Green spaces, including lawns, adjacent to health care facilities, but not including sidewalks that traverse through these spaces;
- Outdoor area adjacent to the Berkley Child and Family Development Center
- Areas surrounding utilities, including electrical substations and drinking water wells; and
- Areas that are fenced and locked, including construction sites.

Nothing in this Section should be interpreted or understood as limiting expressive speech and activities, whether planned or impromptu, at public University functions, activities, and events or in outdoor recreational areas in circumstances where the speech or activity (1) does not interfere with the event's occurrence or prevent audience members from hearing or observing the event, or (2) does not interfere with the outdoor recreational area's use for its intended purpose.

Cost incurred

The sponsoring organization may be responsible for any cost incurred on the part of the University, including clean-up, special construction, set-up costs, and extra security as deemed necessary and to the extent allowed by law.

Users of facilities and grounds must restore them to their original condition or may be held responsible for and liable to the University for payment of any and all costs incurred by the University to restore the facilities and grounds to their original condition.

Unscheduled events and activities will not be assessed fees or charges unless damage is intentionally or recklessly inflicted upon University property. In the event the unscheduled event or activity is causing damage or destruction of property, or imminently threatening to cause such damage or destruction, a University official or a member of the University of Missouri-Kansas City Police Department ("UMKC-PD") may ask that the event or activity be relocated to an alternative space at the University, or if this is not possible be rescheduled, or if this is not possible cease and desist.

Administration and policy application

Reviewing and prioritizing requests

When reserving facilities and grounds for events or activities, the employee charged with responding to the request, in consultation with their supervisor, as appropriate, will review the requested reservation and determine based on applicable provisions of this policy, University rules and applicable law whether to approve, deny, or approve on partial, modified, or alternative conditions. The determination will consider (a) whether the requested location is suitable for the event or activity, and (b) whether health and safety concerns require special precautions or arrangements. Several factors will be considered for the proposed event or activity such as:

- anticipated size;
- noise likely to be generated and impact, if any, on academic activities or other University activities in the vicinity;
- impact on traffic;
- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws, rules, regulations, and policies;
- potential risk to the health or safety of participants, observers, or others, or risks of destruction or damage to property; and

- any other similar, content-neutral factors that are related to any standard in this section.

Subject to the priorities described in this paragraph, reservations for facilities and grounds are generally decided on a first-come, first-served basis. Activities of the University itself have precedence over all extracurricular events and all activities of all other users. Activities of recognized student organizations, groups, and university affiliate organizations have priority over those of all other users except the University. Occasions may arise when an official University activity takes precedence for use of an already scheduled space. In the event rescheduling is necessary, the scheduling coordinator will work with the sponsors or organizers of the displaced activity to find suitable alternative locations and times that are reasonable under the circumstances.

Reasons for denying requests

The reasons for denying a reservation request or approving on partial, modified, or alternative conditions may include, but are not limited to, the following:

- the applicant has not completed the appropriate reservation process for the desired location;
- the request to reserve space contains a material misrepresentation or materially false statement;
- the request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, the request must be received at least five business days prior to the proposed event. This allows the requestor enough time to obtain necessary permits, if applicable, and identify necessary staffing to support and/or execute the event;
- the use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy;
- the applicant has damaged University facilities or grounds and has not paid for repairs;
- the applicant has a previously committed significant or repeated violation of this policy;
- the use or activity would present an unreasonable health or safety danger or unreasonable risk of property destruction or damage; or
- the request to use University facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available.

Documentation and records retention

Any office responsible for processing requests is required to keep records of requests and actions taken, including reasons for denial, for five (5) years.

Prohibited behaviors

The University will not interfere with events, meetings, rallies, demonstrations, vigils, protests, displays, or assemblies in public areas of grounds and buildings unless participants engage in one or more of the following behaviors:

1. Disrupt, interfere with, or prevent (a) the orderly conduct of a University function or activity, including, but not limited to, classes, research, study, lectures, performances, meetings, interviews, administrative business, or ceremonies or other public events, or (b) access to any room or space in which such functions or activities are being held.

For purposes of this Policy, “disrupt,” “interfere with,” or “prevent” describe circumstances in which behaviors occur that actually or imminently will substantially disrupt or materially interfere with the ordinary and normal operations of the University.

2. Disrupt, interfere with, or prevent access to locations where educational, health, or financial records are stored or located. For purposes of this paragraph, “location” refers only to the particular space in which an educational, health, or financial record is stored or located.

3. Hold demonstrations, protests, rallies, vigils, or assemblies in:

- a. Any room or other space in circumstances where a private meeting is being held, or has been scheduled to be held, in such space;
- b. Private offices;
- c. Laboratories and associated facilities;
- d. Computer centers;
- e. Museums, libraries, indoor areas designed for study and designated as quiet spaces, or facilities that normally contain valuable or sensitive materials, collections, or records protected by law or by an existing University policy (such as educational records, personnel records, or health records);
- f. Hospitals, health care clinics, and other health care facilities;
- g. Communication systems facilities, utility facilities, or other facilities conducting services vital to the continued functioning of the University; or
- h. Residence halls and residential living spaces, except that this paragraph does not apply to residents engaging in such activities in the halls and spaces in which they live.

4. Hold demonstrations, protests, rallies, vigils, or assemblies or maintain displays for more than 8 hours during a 24-hour period without an approved reservation.

5. Set up or maintain any “display” unless it is a) staffed at all times; b) accompanied by signage identifying the individual or organization that set it up; and c) placed to minimize interference with University maintenance activities or other operations. A “display” means an item that is designed to or does stand on its own without being held or supported by a person. Items that are carried or held by people (such as hand-carried signs, flags, or banners) are not considered displays.

6. Injure persons, damage or destroy property, or threaten to cause such injury or damage.

7. Create safety hazards, or jeopardize the safety and security of participants or others.

8. Occupy without authorization a building when it is normally closed. A building is “normally closed” when it is inaccessible to the general public pursuant to its usual schedule.

9. Camping on campus as defined as:

- The establishment of, or attempt to establish, temporary or permanent living quarters at any location on University property other than residence halls, apartments, or other University managed housing; for purpose of this definition, “living quarters” includes living rooms, bedrooms, or other spaces that are capable of being occupied as the equivalent of a residence or accommodation;
- Sleeping outdoors between the hours of 10:00pm and 8:00am;
- Sleeping in or under any parked vehicle beyond the purpose of a short nap (e.g. work breaks or study breaks);
- Establishing or maintaining outdoors, or in or under any structure not designed for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, or other sleeping equipment, or by setting up any cooking equipment that has not been authorized according to the Environmental Health & Safety policy.

10. Construct structures or set up items requiring penetration in earth, concrete, brick or similar surfaces on University grounds without prior written authorization from the Office of the Vice Chancellor for Finance and Administration.

For purposes of this paragraph, “structure” means the framework of and the space enclosed by any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure.

11. Violate any applicable federal or state law, local government ordinance, or University policy or rule.

Each individual or sponsoring organization that uses University facilities or grounds assumes a responsibility to comply with all applicable laws, regulations, and policies. All events and activities must comply with all applicable University policies and rules, including those relating to alcohol, tents, filming and photography, smoking, weapons, and parking. Failure to adhere to these requirements is a basis for revoking permission to use facilities and space and may result in disciplinary action. Examples of applicable University rules include, but are not limited to, the following:

- a. CRR §110.010.B.4.a: “The open possession of and discharge of firearms, weapons and explosives on University property including University farms is prohibited except in regularly approved programs or by University agents or employees in the line of duty. This rule shall not be construed as consent to the possession of concealed firearms, weapons, or explosives on University property.”
- b. CRR §110.010.B.4.b: “The possession, use, or distribution of controlled substances under state or federal law is prohibited on University property and at University-sponsored or University-supervised activities. The possession, use, or distribution of alcoholic beverages is prohibited on University property and at University-sponsored or University-supervised

activities except as approved in accordance with Section 110.050 of these Collected Rules and Regulations.”

12. Continue to engage in behaviors prohibited in this Section after a University official or a member of UMKC-PD has declared that the conduct violates this Policy or other University regulations or policies or applicable law or ordinance (“violations”) and has instructed the participants to modify or terminate their behavior.

For purposes of this Policy, the term “University official” means an employee of the University performing administrative or professional responsibilities under the delegated authority of the University. In carrying out their duties and responsibilities under this Policy, University officials shall take appropriate steps to identify themselves and the capacity in which they are acting before giving directions or instructions to others.

Outside speakers and groups

Recognized student organizations, and recognized university affiliate organizations may invite or sponsor non-University speakers, performers, or groups to conduct activities or events on campus. The outside speaker, performer, or group may be given permission to use specific facilities through a written contract under terms and conditions that protect the University’s institutional interests. Such groups may not state or imply University sponsorship of the organization or its program without written authorization.

The University reserves the right to deny the use of its facilities to any non-University organization or individual seeking to rent or use University facilities and grounds.

Violations or non-compliance behaviors

Violations by students will be handled through the University’s disciplinary system administered by the Office of Student Conduct and Civility. Violations by staff will be handled in accordance with applicable University rules and Human Resources Policy. Violations by faculty will be handled through rules and policies applicable to faculty conduct. Violations by individuals who are not affiliated with the University may result in removal from campus, issuance of trespass warnings, and other action allowable by law.

In the event of non-compliance with an instruction to modify or terminate behavior that violates this Policy or that may violate state or federal law, a University official may enlist the assistance of UMKC-PD. When the assistance of UMKC-PD is obtained, UMKC-PD has a responsibility (a) to declare unlawful behavior to be in violation of law, (b) to request all persons engaging in the behavior to cease and desist or be subject to arrest and/or University disciplinary action, (c) to arrest any persons observed to be in violation of law who do not cease and desist, and (d) to enlist the assistance of outside law enforcement agencies, if necessary.

Prompt compliance with instructions of a University official or of UMKC-PD shall be a mitigating factor in any disciplinary proceedings based upon the immediate conduct to which the instructions

refer, unless the violators are found to have caused or intended to cause injury to person or property or to have demonstrated willfully in an impermissible location.

RESOURCES

Forms

[Student Organizations Event Planning Guide](#)

Cross Refs

[CRR 110.010 Use of Facilities and Equipment](#)