Rice University Policy No. 802

Use of University Facilities and Scheduling Campus Events

I. General Policy

Rice University encourages the orderly use of its facilities by its students, faculty, staff, and organizations to further the educational process.

The following regulations state the policy and procedures relating to the use of Rice University facilities for purposes other than regularly scheduled instructional activities or normal departmental or administrative functions of the University. The Director of Student Activities should be contacted for the resolution of questions concerning or variations from these regulations.

Members of the University Community, including students, acting as individuals and not in the name of the University or any of its component parts, have the right to express their opinions, to picket, and to hold demonstrations or meetings on campus so long as such activities do not violate local, state, or federal laws, and so long as University functions are not disrupted and access to any part of the campus is not impeded. The University reserves the right to limit the locations on campus where picketing, demonstrations or meetings may be held when such action is necessary for the preservation of order and safety.

Persons outside of the Rice community do not have the right to use the campus for picketing, demonstrations, meetings, or similar activities without prior written permission.

As used here, a "campus organization" is any officially recognized Rice student organization or faculty or administrative segment of the University; an "event" is a meeting, lecture or speech, forum, drama, musical performance, motion picture, dance, party, or other such educational or social activity; and a "University facility" is any room, auditorium, building, or other area of the campus.

A. Events Presented by Campus Organizations

The regulations listed under this section apply to events initiated by campus organizations and presented during the Fall and Spring semesters. All events given during the Summer or Christmas vacations are subject to the regulations under Section B, p.21, in the Handbook of Information for Student Services.... 1981-82. Events sponsored by campus organizations during the regular academic terms but judged to be initiated and/or presented primarily by an off-campus organization may also be subject to the regulations under Section B.

During the period between Commencement and four days before the beginning of Orientation Week for New Students use of a residential College facility requires the approval of the Vice President for Administration rather than that of the Master of the College. When approved, advance notice of the event and of the facility to be used should be sent to the Master of the College.

1. For these events, the use of a Residential College facility requires the approval of the Master of that College.* The use of the facilities of the Athletic Department for an athletic event requires the approval of the Director of Athletics. The use of any other University facility for an event requires the approval of the Director of Student Activities.

2. A request for the use of a University facility (made in accordance with Section A-6 below) will be approved provided that a) the facility requested is available, adequate and appropriate for the proposed use at the time requested; b) the proposed use excludes fund solicitation or commercial solicitation other than the sale of official University items; c) the campus organization making the request is able to meet the financial obligations to be incurred by the
proposed use; d) the proposed use will not constitute an immediate and actual danger to the peace or security of the University, its members, or participants in the use; e) the proposed use does not violate any federal, state or local law.

3. These events are normally open to all members of the University and may be opened to the general public on a space-available basis. A "closed event" is an event limited to members of the organization presenting the event and its invited guests. Approval for a closed event to be presented by a Residential College in its facilities must be obtained from the Master of that College. Approval of a closed event in any other University facility must be obtained from the Director of Student Activities.

4. The campus organization presenting an event bears full responsibility for all financial obligations associated with the event. There will be no charge for the use of the University facility; however, the organization presenting the event must bear all non-ordinary expenses (such as the rental of special equipment, hiring of additional personnel, clean-up or repair of damage to the facility, etc.) associated with the event. A schedule of such non-ordinary expenses (as set by the Manager of Campus Business Affairs) may be obtained from the Office of Information Services at the time of scheduling the event (see Section A-6 below).

5. A reasonable admission fee may be charged to meet the actual expenses associated with an event.

An admission fee to raise funds in excess of actual expenses for the benefit of the campus organization presenting the event or any other organization may be charged only on approval by the Director of Student Activities and the President of the University.

6. Requests for the use of a facility are to be made in person or in writing to the Master, the Director of Athletics or the Director of Student Activities, as appropriate (see Section A-1 above), no less than seven (7) days prior to the date of the proposed use. Upon approval of the use of the facility, the Master, the Director of Athletics, or the Director of Student Activities will authorize the scheduling of the event through the Office of Information Services. The organization presenting the event must verify with the Office of Information Services that the event is scheduled and the facility reserved. Arrangement of details associated with presenting an event must be made with the person or office in charge of the particular facility to be used.

7. After the event has been authorized and scheduled, responsibility for the publicity and public relations associated with an event resides with the organization presenting the event. Publicizing the event either on or off campus will be in accordance with University regulations. Publicizing an event off campus is to be done via the Office of Information Services upon release by the sponsoring organization.

8. An organization may appeal a decision regarding the use of a University facility to the President of the University. The appeal shall be detailed in writing.

B. Events Presented by Others than Campus Organizations

9. The use of any University facility for an event to be presented or sponsored in any part by an individual, group or organization other than a campus organization requires the approval of the President of the University.

10. Requests for the use of a University facility for such an event must be submitted in writing to the Office of Information Services, coordinator of campus events. Each request must be accompanied by the written verification of sponsorship of the event by a member of the faculty or administrative staff of the University and the written approval of his or
her Divisional Dean or Provost.

11. Unless approved by the President to be a closed event (as defined in A-3 above), all such events must be open to the students, faculty, and staff of the University.

12. Explicit approval of the President is required for any admission or other fees or charges associated with these events. Charges for lectures or short courses, if approved, may not exceed actual instructional costs. Explicit approval of the President is required for any fund solicitation at such an event.

13. The individual, group or organization presenting an event bears full responsibility for all financial obligations associated with the event. A charge will be made for the use of the facility reserved and for all direct expenses (such as rental of special equipment, hiring of additional personnel, clean-up or repair of damage to the facility, etc.) associated with the event. A schedule of the fees for the use of University facilities and direct expenses involved (as set by the Manager of Campus Business Affairs) may be obtained from the Office of Information Services. These fees are subject to change without notice.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration

Policy History
Clerical Change: February 5, 2018
January 7, 1982