UNIVERSITY OF MARYLAND POLICY AND PROCEDURES FOR THE USE OF FACILITIES AND OUTDOOR SPACES
(Approved by the President August 1, 1991; Amended January 18, 2001; Technical amendment April 24, 2003; Amended and approved September 24, 2019)

I. Policy

It is the policy of the University of Maryland that its physical facilities and outdoor spaces be used to support the University’s central mission as a land grant institution and its goals of achieving excellence in teaching, research, and public service within a supportive, respectful, and inclusive environment that honors freedom of expression and complies with the First Amendment.

II. Applicability

This policy applies to members of the University of Maryland (University) community (students, faculty, and staff) and other individuals or parties who utilize University facilities and outdoor spaces. The licensed use of University facilities for research-related activities by non-University users is addressed in VIII-14.00(A) University of Maryland Policy on the Use of University of Maryland Facilities by Non-University Users for Research-Related Activities.

III. Definitions

A. “Host” means the planning and/or delivery by an Internal User of a Program to which others are invited. Those who Host Programs are responsible for all financial and legal liabilities associated with the Program.

B. “External User” means a group or individual that is not a University of Maryland academic or administrative unit, a Registered Student Organization, an employee acting within the scope of their employment, or a registered student.

C. “Internal User” means a University of Maryland academic or administrative unit, a Registered Student Organization, employees acting within the scope of their employment, or registered students.

D. “Program” is an activity or event that is intended to take place in a University facility or outdoor space.

E. “Public speech” means verbal or non-verbal expression by an External User directed to a general audience.
F. “Registered Student Organization” is a student group that is registered with the Student Organization Resource Center within the Division of Student Affairs as defined by V-1.00(F) University of Maryland, College Park Procedures for Student Organizations.

IV. General Guidelines for the Use of University Facilities and Outdoor Spaces

University facilities are available primarily for Programs offered by and intended for members of the University community.

A. Except as noted in Section VI, all Programs must be hosted by an Internal User.

B. Users of University facilities assume complete responsibility for all activities associated with the Program.

C. Use of University facilities and outdoor spaces is limited to the declared purpose of the reservation and must comply with all relevant University policies and procedures and local, state, and federal laws and regulations.

D. Fees may be charged for the use of facilities and outdoor spaces to cover the cost of reservations, personnel, technology, and security. These costs are the responsibility of the Host or External User reserving the facility or space.

E. Insurance may be required, when appropriate.

F. A Host may not front or act as an agent for External Users to receive discounted rates for the use of University facilities or outdoor spaces.

G. Demonstrations, leafletting, parades, and chalking must comply with the University’s Chalking Guidelines and Guidelines on Demonstrations and Leafletting.

H. The following activities are prohibited unless specifically authorized:

1. The sale or promotion of commercial goods or services;

2. The use of amplified sound;

3. The blocking of pedestrian or vehicular traffic; and

4. Conduct which the University reasonably deems to cause disruption to campus activities.

V. Use of University Facilities and Outdoor Spaces by Internal Users

A. Programs hosted by Internal Users that involve external guests/speakers and are open to the public must be reported to the Host’s administrative unit head.
B. General Purpose Classroom Space

1. Course and Classroom Scheduling Services in the Office of the Registrar has first priority to schedule general purpose classrooms for classes.

2. Subject to paragraph V.B.1, an Internal User may reserve available general purpose classroom space for use in support of hosted Programs.
   
   a. Academic or administrative units, faculty, and staff may reserve general purpose classroom space through Course and Classroom Scheduling Services in accordance with internal procedures.
   
   b. Registered Student Organizations and students may reserve general purpose classroom space through Stamp Event & Guest Services in accordance with internal procedures.

C. Outdoor Space

1. Reservations for the use of designated outdoor space are made through Stamp Event & Guest Services in accordance with internal procedures.

D. Other Space

1. Facilities and outdoor spaces controlled by academic or administrative units other than those included in Sections V.B and V.C are managed by the units to which the space is allocated and may be reserved in accordance with internal procedures or through Conferences & Visitor Services.

VI. Use of University Facilities and Outdoor Spaces by External Users

A. Public Use of University Facilities

1. University facilities may be reserved for use by External Users.
   
   a. University facilities that may be directly reserved for public use are designated in Attachment A.
   
   b. Each reservable facility will have an approved pricing structure and internal procedures for serving the general public.
   
   c. Reservations for any University facilities not listed in Attachment A should be made through Conferences & Visitor Services.

B. Outdoor Public Use Space
1. Specific outdoor spaces are available to External Users who wish to engage in Public Speech or to distribute literature. External Users are required to reserve space in advance by requesting a reservation with Stamp Event & Guest Services.

   a. Procedures for Reserving Space
      i. Reservations are approved on a space-available basis.
      ii. Priority will be given to Internal Users.
      iii. Reservations may be made five (5) business days or less in advance of the date of anticipated use.
      iv. Reservations are valid only for the date authorized by Stamp Event & Guest Services.
      v. A copy of the Speaker Registration Form must be available for inspection upon request by University officials.

   b. Limitations on Public Speech
      i. Public Speech is limited to the Nyumburu Amphitheater stage.
      ii. Public Speech elsewhere on campus is prohibited.

   c. Limitations on Distribution of Literature
      i. Distribution of literature is limited to designated sidewalk space outside the Stamp Student Union building.
      ii. Persons may set up their own tables for this limited purpose within this designated area and are responsible for disassembly of the tables and general clean-up.
      iii. Distribution of literature elsewhere on campus is prohibited.

   d. Failure to adhere to the above limitations will result in revocation of an approved reservation and/or other appropriate administrative action.

2. Reservations for the use of designated outdoor space for other purposes are made through Conferences & Visitor Services or one of the reservations officers for the spaces listed in Attachment A and in accordance with internal procedures.

VII. Facility/Space Use Review

The University reserves the right to review any request for the use of its facilities or outdoor spaces. Based on that review, the University may relocate a Program to a more suitable location or cancel a Program to protect the health and safety of the University community and the public. Reviews will be conducted by an Event Coordination Team (ECT) subject to criteria set forth in ECT guidelines.
Attachment A

List of facilities and outdoor spaces that may be directly reserved by External Users

Adele H. Stamp Student Union
Clarice Smith Performing Arts Center facilities
Intercollegiate Athletics facilities and spaces (e.g., Xfinity, Maryland Stadium)
Memorial Chapel
Samuel Riggs IV Alumni Center facilities
School of Music facilities
School of Theatre, Dance, & Performance Studies facilities
University Recreation and Wellness facilities (Eppley Recreation Center, Ritchie Coliseum, Armory, Golf Course Clubhouse)