

**Governors State University
Use of University Premises and Facilities
Educational, Research and Public Service Uses**

University premises and facilities are available for use by individuals or organizations for purposes relating directly to the University's regular educational, research or public service programs. Any individual(s) or organization wishing to use University premises or facilities for any other purpose must obtain approval from the appropriate campus authorities. Questions relating to such usage should be directed to the Associate Vice President for Facilities Development & Management.

A. **USE OF UNIVERSITY PREMISES AND FACILITIES BY UNIVERSITY ORGANIZATIONS, CAMPUS BOARDS** such as presidential or college advisory boards, **REGISTERED ORGANIZATIONS** including student clubs and organizations and honor societies, **ALLIED ORGANIZATIONS** such as the Governors State University Foundation and those having a business relationship with the university,, **AND CAMPUS-COMMUNITY ORGANIZATIONS**

The Associate Vice President for Facilities Development & Management may grant permission to use University premises and facilities to these organizations when the use is generally compatible with the University's teaching, research, and public service missions.

Admission fees and contributions are not permitted at events on University premises except when permission is granted in advance by appropriate campus authorities. Permission will be granted only if one of the following conditions is met:

1. The requesting group is a University Organization, and the fee to be charged is for the purpose of paying the expenses of the event or to support the unit's teaching, research, and public mission services.
2. The requesting group is a Campus Community Organization and the fee to be charged is only for the purpose of paying the expenses for the event.
3. The requesting group is a Campus Board or Registered Organization, and the proceeds from the event are placed into the treasury of the organization concerned, the funds of which are expended according to University rules under the supervision and with the approval of the appropriate campus authorities.
4. The requesting group is an Allied Organization, and the proceeds from the event go into the treasury of the organization concerned, the funds of which are expended according to the rules established by and with the approval of the appropriate governing board. An Allied Organization having a business relationship with the University may not hold an event requiring admission fees or contributions.

B. **USE OF UNIVERSITY PREMISES AND FACILITIES BY OUTSIDE ORGANIZATIONS AND INDIVIDUALS**

Campus authorities may grant permission to use University premises and facilities to outside organizations and individuals when that use is consistent with the University's teaching, research, and public service missions, and each of the following conditions is met:

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Supersedes	New Policy
Issuing Authority	Executive Vice President
Responsible Officer	Vice President for Finance and Administration

1. The use does not interfere in time and/or general nature with any aspect of the work of the University or any of its departments.
2. The premises or facilities requested are not needed for any University events or any events sponsored by any of the groups listed in part A of this directive.
3. No admission fee will be charged or contributions solicited at the event unless the funds are to be used only to cover the expense of the event and permission has been granted in advance by the appropriate campus authorities.

Use of University premises and facilities by individuals other than in connection with the University's educational, research or public service programs is normally not permitted.

The use of University premises and facilities is not available to individuals or non-University organizations for presentation of public entertainment events. Outside organizations and individuals may not sponsor events when admission fees, profits, or funds raised are to accrue to the individual or the organization, even though the funds are for public benefit.

University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the President. Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other university activities.

Young people (generally under 18 years old), who are not Governors State University students are welcome on the campus to participate as invited guests in supervised activities developed especially for them, to attend scheduled public events, to participate in supervised education programs, and when accompanied by a parent, guardian or responsible adult who is eligible to use University facilities. Campus facilities are not available for their use under other circumstances. Faculty and staff may ask uninvited guests to leave a facility or, if such visitors refuse to leave or challenging them would cause concern for personal safety, the Department of Public Safety should be called for assistance (708-534-4900).

C. CHARGES FOR USE OF UNIVERSITY PREMISES AND FACILITIES

The campus may charge fees, service charges, or other fees to users of certain University premises and facilities.

D. REQUIREMENTS AND LIMITATIONS RELATING TO USE OF UNIVERSITY PREMISES AND FACILITIES

Organizations and individuals using University premises and facilities must comply with all reasonable requests related to such usage made by campus authorities having responsibility for the premises or facilities concerned.

Campus authorities retain the right to assign the most appropriate premises or facilities available for a given event and to determine whether appropriate facilities are available. Prevailing contracts entered into by University units will be honored.

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Decisions concerning interpretations of policy on the use of University premises and facilities may be appealed to the Vice President for Finance and Administration.

The use of all University premises and facilities is subject to all applicable state and federal laws and must be in accord with the Regulations of the Board of Trustees and policies of the University.

- E. The President or his or her designee has the authority to permit exceptions to these regulations and to develop additional regulations as may be appropriate.
- F. University premises and facilities cannot be used for private gain or non-educational purposes, either by individuals or organizations.
- G. University permission for the use of premises and facilities by an organization or individual neither implies approval nor disapproval of the purposes of the individual or organization or events sponsored by that organization or individual.

All questions or requests relating to the use of University premises and facilities should be directed to the Associate Vice President for Facilities Development & Management.

**Governors State University
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Areas of Free Expression, Demonstrations and Protests**

Governors State University has designated two areas available to individuals, organizations, and groups of persons seeking to engage in free expression.

Area A: The Columbus Carillon Area, immediately south of the university main's entrance [D Building], between , between Parking Lot East 1 on the east and Parking Lot West 1 on the west, has been designated as a public forum for free expression. Any member of the public or the University community may use this area for free expression on a first-come, first-serve basis, provided that the area has not been reserved. Members of the public and University community who wish to reserve this area may do so by contacting the Associate Vice President for Facilities Development & Management 24 hours in advance. Commercial activities associated with the event require advance approval from the Office of the Vice President for Administration and Finance. Amplified sound is permitted if used so as not to interfere with classes, events, ceremonies, or operations of the University.

Area B: The sidewalk area at the university's main entrance [D Building] at areas at least 25' from the university doorway, from the eastern limit of the D Building to the eastern limit of the C Building been designated as a public forum for noncommercial free expression. Any member of the public or the University community may use this area for free expression on a first-come, first-serve basis, provided that the area has not been reserved. Members of the public and University community who wish to reserve this area may do so by contacting the Associate Vice President for Facilities Development & Management 24 hours in advance. Amplified sound is not permitted.

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Rental of Facilities**

Outside organizations may use certain auxiliary service space, such as Engbertson or Sherman Halls, the Hall on Honors or the Center for Performing Arts, and housing facilities for meetings, conferences, and conventions if attendance at such events is limited to members of the organization or if admission to the public is free.

Outside organizations may rent certain university facilities for their use subject to reasonable restrictions by the University, and subject to payment of rental and other fees imposed by the university.

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Guidelines Concerning Use of University Resources for Political Campaign Activities

The University prohibits private use of University property and services. This policy implements the requirement of the Illinois Constitution that “public funds, property or credit shall be used only for public purposes.” Additionally, the State Officials and Employees Ethics Act (“Ethics Act”) passed in 2003 explicitly prohibits the use of University property and resources for political campaign activities.

Consistent with these requirements, University property and services (e.g., space and equipment, campus mail, computers and e-mail, postage, photocopying and fax, vehicles, etc.) may not be used for political campaign activities. This stipulation applies both to University faculty, staff and students, and to individuals external to the University. Certainly, all members of the University community – faculty, staff and students – have the right to freely express their views on any subject, including advocacy for/against candidates for public office. In exercising these rights, however, the resources of the University cannot be used. Engagement in political campaign activities by University employees should be conducted independent of their University employment and at times when such activity does not interfere with their employment obligations to the University.

Political events (fundraisers, debates, rallies, candidate announcements, etc.) are permitted on the campus as long as they are sponsored or hosted by registered student organizations and all expenses related to the activity (including fees to cover space rental) are borne by the candidate, political organizations or student organizations. University facilities may be rented for political events in accordance with campus policy on use of University premises and facilities. Such sponsored events may not be “subsidized” or otherwise supported by the University.

It is important to reiterate that these guidelines apply explicitly to the use of public resources in support of “political campaign activities”. They certainly are not intended to limit discussion among scholars and others regarding political or campaign issues or candidates.

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