



## Regulations on the Use of University Facilities and Grounds

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### Scope

This policy applies to all University of Nebraska at Omaha (UNO) buildings, facilities, grounds, and spaces owned or controlled by the University (hereafter referred to collectively as “property”) and extends to members of the academic community, including guests of the University and members of the general public lawfully present on university premises. This policy is intended to accompany the University of Nebraska Board of Regents Policy regarding the commitment to free expression, guide of facilities use, and education (RP-6.4.10), and provide guidance for the scheduling and conduct of events and activities at UNO, which are not academic activities such as regularly scheduled courses and seminars under the purview of the Registrar’s Office.

### Policy Statement

While UNO property is not open to unrestricted public access, many spaces are available for use by faculty and staff, students, student groups, and members of the public. Some spaces may require advance scheduling and appropriate approval. All users of university property assume responsibility to comply with all applicable laws, regulations, and policies, and assume responsibility for fees and charges applicable to associated events and activities. All persons on UNO property are required to comply with the instructions of a properly identified University official or member of UNO Public Safety. Persons engaging in actions that do not comply with applicable laws, regulations, or policies shall be subject to disciplinary measures, including separation from the University, and to charges of violation of the law.

An individual may not materially disrupt activities conducted within the context of the University’s mission. The University may reasonably regulate the time, place, and manner of expression in accordance with the law in order to ensure that the ordinary activities of the University are not disrupted. Such regulations must be narrowly tailored to serve significant viewpoint-neutral interests and cannot substantially burden more speech than necessary to protect the University’s interest.

### Reason for Policy

University resources and its land and buildings are to be applied first and foremost to its mission of teaching, research, and public service, and therefore such University properties are primarily dedicated to this mission, which encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission.

These properties are not generally open and available to the public—they are provided to and by the University in order that it might carry out its educational charge.

## Procedures

Prior scheduling is required for events and activities that occur within Limited or Non-Public Forum spaces and are encouraged for Designated Public Forum spaces. Scheduling includes making a reservation by completing the reservation request and all necessary paperwork. To begin the scheduling process, contact the unit set forth in the Contacts section of this policy for the appropriate locations.

The [unoreservations@unomaha.edu](mailto:unoreservations@unomaha.edu) email is the clearinghouse for requests for Designated Public Forums and has decision-making authority for requests. If an application is denied, appeals may be submitted to the Vice Chancellor for Business and Finance ([ckirchner@unomaha.edu](mailto:ckirchner@unomaha.edu)) within 5 business days of the denial where a review will be conducted and decision rendered. All decisions by the Vice Chancellor are final.

## Requesting Approval to Temporarily Post Materials and Chalking

Individuals or groups seeking to temporarily post materials on UNO property shall request prior approval in accordance with the criteria outlined in the 'Additional Contacts' section of this policy. The individual or group that is posting is responsible for removing it immediately following the final posting date identified by UNO; however, other UNO representatives reserve the right to remove postings on or after the final posting date.

Materials that have not received appropriate approval or materials posted on UNO property that have not been designated by UNO will be removed. Specific bulletin boards or portions of those designated for temporary posting may be restricted as needed for departmental use only—or in the case of Residence Life, by the Associate Dean of Students. A department head with the approval of the building supervisor is responsible for authorizing or prohibiting the posting of temporary materials on their department's bulletin board(s). Stamped authorization of these signs is optional.

Posting by UNO recognized student organizations or campus departments will receive priority for available space, although with appropriate approval (described above) anyone affiliated with UNO may post in designated areas. Community event postings may be approved as space allows. No postings shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows and doors) of UNO buildings, light posts, telephone poles, trees, trash receptacles, or other areas not intended for posters. UNO, in the interest of the environment and potential littering, prohibits placement of materials on vehicle windshields (official university notices including but not limited to parking citations and required safety notices) on all UNO property.

Individuals or groups seeking to temporarily use chalk or other water-soluble marking on UNO property shall request prior approval. Using chalk to promote is only allowed on the concrete horizontal spaces on the Henningsen Plaza (directly south of Milo Bail Student Center). No chalking is allowed on the stairs or pillars/walls. Chalking can be left for one week. If rain washes away the chalk, groups can redo it if it is within their scheduled week. Individuals and/or groups using other than water-soluble materials for any promotion or expression on any University property, including sidewalks, may be assessed cleaning fees, cited for vandalism, and/or subject to appropriate action per university policy. The university reserves the right to post materials as needed for university operations, safety, or awareness.

## Definitions

**Designated Public Forums:** These are places the campus designates as open for expressive applications to all or part of the campus community or the community at large.

**Limited Public Forums:** These are places (such as a concert hall), events (such as a student panel discussion on Literature of the Plains), or other avenues for expression (such as an electronic bulletin board) which can be designated for use by a particular group and limited to particular topics or types of speech as long as the limitations are reasonable and viewpoint-neutral.

**Non-Public Forums:** All places and resources not otherwise categorized as Designated Public Forums and Limited Public Forums.

**Posting:** Any print, written display, graphic, or other material to be visually displayed on UNO's campus. This includes water soluble markings such as chalk and/or temporary paint.

## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone/Email</b>
Primary point of contact for reserving space at UNO	UNO Reservations	<a href="tel:402.554.3301">402.554.3301</a> <a href="mailto:unoreservations@unomaha.edu">unoreservations@unomaha.edu</a>
Secondary contact for policy questions	Drew Nielsen, Chief Compliance Officer	<a href="mailto:drewnielsen@unomaha.edu">drewnielsen@unomaha.edu</a>
Primary contact for posting	Milo Bail Student Services Center – Mavigation Station	402-554-6281 <a href="mailto:unomavigators@unomaha.edu">unomavigators@unomaha.edu</a>
Primary point of contact for reserving space at UNO	UNO Reservations	<a href="tel:402.554.3301">402.554.3301</a> <a href="mailto:unoreservations@unomaha.edu">unoreservations@unomaha.edu</a>

## Forms

[Facility Rental and Reserving Space on Campus](#)

## Related Information

[Classification of Property and Campus Maps](#)

[University of Nebraska Commitment to Free Expression; Guide to Facilities Use; and Education Policy 6.4.10](#)

[University of Nebraska Trespass Policy 6.4.7](#)

[University of Nebraska Campus Disorders and Administrative Response Policy 2.1.2](#)

## History

UNO approved the "Use of University Facilities by Third Parties" policy on February 1, 2006. The policy was revised on December 13, 2018 pursuant to University of Nebraska Board of Regents Policy 6.4.10. This proposed draft revision modifies the procedures to better reflect current process and adds procedure regarding the temporary posting of materials and chalking on University of Nebraska at Omaha property.