OLD DOMINION UNIVERSITY University Policy

Policy #3200 USE AND KEYING OF FACILITIES AND GROUNDS (INTERIM POLICY REVISIONS)

Responsible Oversight Executive:	Executive Vice President for Administration and Finance and Chief Financial Officer
Date of Current Revision or Creation:	August 22, 2024

A. PURPOSE

The purpose of this policy is to promote the use of the University's facilities and grounds in a manner consistent with the University's mission and to outline the responsibilities in the use of the University's facilities and grounds.

B. AUTHORITY

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<u>Space</u> - The area inside a facility or defined area of grounds.

<u>Technology Classrooms</u> – Classrooms managed by Classroom Central that are equipped with computers, laptop connections, data projectors, and sound systems.

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- Adequacy and suitability of accommodations provided in the requested location;
- Compliance with applicable laws and University policies, regulations, and rules;
- Potential risk to the health or safety of participants, observers, or others.

All uses of space must be conducted under the following conditions.

- All activities are conducted so that campus pedestrian, bicycle, and automobile traffic are unimpeded and members of the University community not participating in the event may proceed with their normal activities.
- The activity does not block or otherwise interfere with ingress and egress into, within, and out of University buildings.
- The activity does not obstruct, disrupt, interrupt, or attempt to force the cancellation of any University-sponsored event or activity, or authorized use of University space.
- The activity is conducted in an orderly and peaceful manner, and groups and individuals participating in the activity shall not engage in harassing, physically or verbally abusive, threatening, or intimidating conduct toward any person.
- The activity does not disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities, and other essential University processes.
- The activity does not interfere with or preclude a scheduled speaker from being heard.
- All activities must be conducted without sound amplification equipment unless permission for amplification is obtained from the

H. RESPONSIBLE OFFICER

Assistant Vice President for Facilities Management & Construction

I. RELATED INFORMATION

<u>University Policy 1500 – Delegation of Authority for Contract Approval</u> <u>University Policy 1600 – Solicitation Policy for Employees and Vendors</u> University Policy 1700 – University Demonstrations Policy Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer

Date

Policy Review Committee (PRC) Approval to Proceed:

Chair, Policy Review Committee (PRC)

Date