Use of University Buildings and Facilities

(Student Handbook 5.5.A/Graduate Handbook 2.14)

Any recognized student organization that is registered through the Office of Student Activities and Leadership has the right to request the use of University facilities on a space-available basis. Facilities may be used for holding meetings or conducting activities consistent with the objectives of that organization. Any event sponsored by a student organization and opened to the public must be registered with the Office of Student Activities and Leadership. Facility usage is determined by the following priorities:

SPECIAL FACILITIES GROUP SCHEDULING PRIORITY LIST *(Student Handbook 5.A.1)*

o reserve dates during the next Academic Year)

eneral categories of Miami University space user groups are identified below (with examples provided for each ategory). Priority scheduling for event dates during the next Academic Year of Special Facilities' buildings and areas is as follows:

Note: Dates in parentheses indicate the earliest that space can be reserved and the latest the priority remains for requests during the upcoming Academic Year. Users listed in each category are not shown in a priority order. All users in each category have equal standing.

1. University Events (December 1 through January 31)
    - Commencement
    - Convocation
    - President's Office
2. University Mission (December 1 through January 31)
    - Admission
    - Alumni Office
    - Center for American and World Cultures
    - Career Services Job Fair
    - Intercollegiate Athletic Events
    - Performing Arts
3. Academic Departments (February 1 through 28)
    - Intercollegiate Athletic practices
    - Music Department (must be performance groups listed in the academic course schedule)
    - ROTC Events

- Theatre Department (must be performance groups listed in the academic course schedule)

4. Academic Mission (February 1 through 28)
    - Departmental Lectures
    - Lecture Series
    - Honors Program
    - Oxford Chamber Orchestra
5. Registered Student Organizations (March 1 through 31)
6. Non-University Groups (after March 31)

Any group submitting a request after their priority deadline will be granted use on a first-come, first-served basis.

General Instruction Space *(Student Handbook 5.5.A.2)*

Contact the Shriver Center General Office or the Manager of the Armstrong Student Center to schedule space at Shriver Center or the Armstrong Student Center for social events, such as dances, talent shows, movies, organizational meetings, and other such activities,

General classroom space in the academic buildings is not assigned to any specific academic department. These spaces are under the jurisdiction of the Office of the University Registrar for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis and only after being properly scheduled nline via their web site: http://www.units.MiamiOH.edu/reg/roomscheduling/roomrequest.

arge audience facilities are scheduled by Room Scheduling in the Office of the University Registrar. To schedule The arcum Hotel & Conference Center facilities, contact the sales staff at The Marcum Hotel & Conference Center. Hall uditorium and Millett Assembly Hall are scheduled by the respective facility administrator (Millett/Special Facilities-uilding and Grounds Manager).

Gymnasiums and the dance studio in Phillips Hall are initially scheduled for academic classes (Monday – Friday, 8:00 a.m. – 4:00 p.m.) by the Department of Kinesiology and Health through the Office of the University Registrar. After academic schedules are set, the Director of Recreational Sports coordinates the scheduling of all other requests in these facilities for use during designated building hours. The use of gymnasiums for programs such as dances, talent shows, and other similar activities may not be approved for many reasons, including damage to the gymnasium wood floors, demand for gymnasium sport activity, and electrical demands for certain audio equipment.

A lecture or other activity sponsored by an academic department requires no approval; but, if the event involves use of any room under the jurisdiction of the Office of the University Registrar, clearance of space must be obtained before any public announcement is made.

The showing of a film may be scheduled in an academic building when the following conditions exist:

1. The film is scheduled during a regular class session as a portion of that class; or
2. The department chair and the Office of the University Registrar have authorized the use of the facility for academic purposes and with assurance that a faculty member will be present; or
3. The use of a previously designated room for profit showings, if an admission is to be charged, has been authorized by the Director of Student Activities and Leadership, the Accounting Associate in the Agency Organization Financial Services Office, and the Office of the University Registrar; and a charge of $35 for the first four hours of scheduled use and $8 for each additional hour or part thereof has been made. These charges may be increased without notice if the expenses that they cover (e.g., hourly wage rates) increase. The charge will be made if the organization's intent is to make a profit. If a film is open to the entire campus, thus creating

additional custodial needs, the charge will be assessed even if there is no admission charge to those attending. Additional charges will be assessed if audiovisual expenses are incurred or if a late return deposit is required.

4. A student organization scheduling a room to show a film only to its members, whether charging or not charging its own members for admission to cover rental costs for the film, will not pay the charge unless exceptional custodial needs are created.
5. The intent of this policy is to ensure that an academic facility is presentable for the next scheduled use of the facility. “Film” as used in this policy statement would include both motion pictures and still pictures, such as slides.

General Buildings and Grounds Space *(Student Handbook 5.5.A.3)*

The buildings, grounds, and other property of Miami University campuses are dedicated to the educational mission of the University. Use of the buildings, grounds, and other property of the University is reserved for the direct and indirect support of the teaching, research, and service missions; of the University’s administrative functions; and of the students’ campus-life activities. The University may prohibit or otherwise restrict access to or use of its buildings, grounds, and other property as may be necessary to provide for the orderly conduct of the University’s teaching, research, and service missions; of the University’s administrative functions; and of the students’ campus-life activities. Visitors are free to walk through the campuses; however, authorization is required from the University or from a recognized student organization to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

Regulatory signage. Regulatory signage which is not affected by federal or state guidelines and which is not self ident as to its authority, shall bear the title of the office or officer who has authorized placement of the sign. This formation should be placed along the lower margin of the sign face, beginning at the left margin. In general, all signs ntaining regulatory messages should express their messages as politely as possible. Signage for directions, campus building names, and building hours are placed under the general authority of the Associate Vice President for acilities. Signage for traffic control and safety are placed under the general authority of the Chief of Police. In neither of e above instances is there a requirement to specify the office or officer who has authorized placement of the sign. Any questions regarding signage for directions, campus or building names, building hours, traffic control, and safety should be directed to either the Associate Vice President for Facilities or the Chief of Police.

Access to buildings. The hours and days of public operation for each Miami University building are posted on main entrance doors of the building. Please observe the posted hours when planning use of the building by the general campus community. In addition to having access to the building during the times of general operations, those individuals who have after-hours access to the exterior doors of a building may use the building at times and on days other than those that are posted.

Non-research animals on campus. Non-research animals are generally prohibited on Miami’s campuses. Thus, dogs, cats, and other domesticated animals are not permitted in student residence halls and apartments, academic buildings, or other University-owned and University-controlled buildings unless specifically exempted. The following are specifically exempted:

1. Service animals assisting people with disabilities;
2. Animals used by the Miami University Police Department;
3. Fishkept as pets in student residence halls and apartments so long as the fish are kept in tanks no larger than five (5) gallons (see the Guide to Residence Hall Living for additional information).
4. Dogs and cats residing in faculty/staff rental property with the permission of the Vice President for Finance and Business Services or his or her designee. Renters are subject to specific animal provisions in their lease agreements;
5. Horses stabled at the University Equestrian Center;
6. Dogs used by the Student Counseling Service for therapeutic purposes.

Faculty, staff, students, and visitors (pet owners) may walk their pets in the open areas of the campuses of Miami University. Pets must be leashed and under control by the pet owner at all times in order to protect the health and safety of the people and pets that are on the campuses of Miami University. Pet owners shall remove and dispose of in a sanitary manner all feces deposited by their pets. Pet owners who choose to bring their pets onto campus agree to bear full responsibility for the conduct and behavior of their animals.

Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals.

Right of Usage (Student Handbook 5.5.B)

Use of space or grounds for purposes other than those for which they have been designated will not be allowed. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned, without permission of the President or a designated University official.

Public Speaking, Leaflet Distribution, and Demonstration Policy

(Student Handbook 5.5.C)

Miami University embraces the rights of expression, affiliation, and peaceful assembly. Miami University faculty, staff, and students may express their views by demonstrating peacefully for ideas they wish to make known, and the University will protect these rights. The University has an equal and co-extensive obligation to protect the rights and freedoms of those who choose not to participate in a demonstration. Additionally, the University has a duty to protect its property and to assure the continuation of the University's teaching, research, administrative, and service functions.

The term "Demonstrations" as used in this policy includes, but is not limited to, picketing, petition circulation, public speech making, rallies, the appearance of public speakers in outdoor areas, mass protest meetings to display group feelings or sentiments.

Faculty, Staff, and Students (Student Handbook 5.5.C.1)

Therefore, in conformity with University policy and practice, the following standards must be followed by those faculty, staff and students who wish to demonstrate:

- Demonstrations may not occur inside University buildings, on porches or porticos of University buildings, or on lawns of University-owned residential facilities.
- Demonstrations may not impede ingress or egress to the University, any University property, parking lot, building, facility, or event. Thus, demonstrators must stay at least twenty-five (25) feet from the entrance to any University building, property, parking lot, facility or event, including entrances to construction sites.
- Demonstrations may not obstruct or disrupt, by auditory or other means, any University activities. Sound amplification devices may only be used at a volume which does not disrupt or distract from the normal use of classrooms, offices, or laboratories or any scheduled University event. Thus, use of amplification device(s) between 8:00 a.m. and 9:00 p.m. within 250 feet of an academic building is prohibited. The use of amplification device(s) between 11:00 p.m. and 8:00 a.m. is prohibited.
- Sleeping outdoors between 11:00 p.m. and 8:00 a.m., and camping outdoors at any time is prohibited except as part of a registered student organization activity in designated areas adjacent to the Shriver Center and Phi Delta Theta Gates (corner of Campus Avenue & High Street) or students seeking admission to the Goggin Ice Center, Millett Assembly Hall or Yager Stadium. Such approval shall not exceed forty-eight (48) hours.
- Information that is obscene or libelous or that advocates unlawful conduct may not be disseminated.
- All fire, safety, and sanitary laws and regulations must be obeyed.
- Demonstrations may not obstruct vehicular, bicycle, pedestrian, or other traffic.

- Demonstrators may not engage in any activity which constitutes a clear and present danger to persons, property, or the University's operations.
- Demonstrations must comply with all applicable laws and University policies including those regarding scheduling of space.
- The University may elect to establish reserved gates/entrances for vendors. Demonstrations at gates or entrances reserved for vendors will not be permitted.

Distribution of materials (including but not limited to distribution of flyers, leaflets or pamphlets, or the circulation of petitions) by faculty, staff, or students, other than as part of the University's teaching, research, administrative, and service functions, may occur only on perimeter sidewalks, on other areas, if any, designated by the University, or on exterior areas of campus buildings. Employees may not distribute materials unrelated to their work duties in work areas during work time.

Visitors *(Student Handbook 5.5.C.2)*

Persons not employed or enrolled as students who wish to demonstrate or to distribute materials on University property may do so only on the perimeter sidewalks designated by the University. Those designated areas consist of the perimeter sidewalks parallel to the following streets: High Street, Patterson Avenue, Chestnut Street, Spring Street, Tallawanda Street, Maple Street, Oak Street, and Campus Avenue. Such activities shall not pose a safety hazard nor interfere with the normal use of the sidewalks by others.

Visitors are welcome to walk through the University's campus, but they may not make formal speeches and presentations, erect displays or conduct similar activities unless invited to do so by the University or by a recognized student organization.

Penalties for Violation *(Student Handbook 5.5.C.3)*

Any person in violation of the above is subject to an order from the Miami University Police Department or other law enforcement official to disperse. Persons failing to comply with such an order are subject to arrest and prosecution for criminal trespassing and are subject to University disciplinary action.

Policies Governing the Use of Nonauxiliary Sports Facilities by University and Non-University Groups (Student Handbook 5.5.D)

The nonauxiliary sports facilities at Miami University were built and are maintained primarily for academic instruction, intercollegiate athletics, and recreational sports. The facilities may also serve, as time and space permit and insofar as such expanded use serves the mission of the University, the residents of the Oxford area, taxpayers of the state of Ohio, and the public in general.

Priorities Among Users of Nonauxiliary Sports Facilities *(Student Handbook 5.5.D.1)*

Departmental classes, intercollegiate athletics, recreational sports, and University-sanctioned activities have priority over other University programs in the use of these facilities. The primary function of the facilities is to serve the needs of students. University-affiliated student groups have priority for use of facilities over individuals, including faculty, staff, alumni, their spouses, and their dependents. Those listed above have priority for use of facilities over non-University-affiliated users.

Facility User Groups and Fee Status in Nonauxiliary Sports Facilities

(Student Handbook 5.5.D.2)

Processes. Any charges to University-affiliated groups will be processed by the designated facility scheduling authority in cooperation with the appropriate departments. A fee may be charged for the use of facilities and may also include the

cost of additional supervision and/or maintenance requirements; an additional charge will be assessed for property loss and/or damage.

Student Organizations. Except in Goggin Ice Center, the Marcum Hotel & Conference Center, the Recreational Sports Center, and Shriver Center, a student organization recognized or registered by Associated Student Government and listed in the Miami University publications should not be charged a rental fee for any activity during regular building hours. Entry or admission fees charged by student organizations for special events should not affect their exemption from rental fees.

Overtime labor charges, property damages, and fees for special services, such as the operation of audiovisual equipment, will be assessed to the organization.

If a student organization uses a third party, non-University affiliated entity to promote a special event or activity, a facility rental fee will be charged to the promoter and the fee paid to either the student organization or the University scheduling authority responsible for the facility. A promoter is differentiated from a sponsor. A promoter assumes a financial risk with the expectation of receiving a financial gain. A sponsor agrees to underwrite costs with no expectation of financial return. Sponsoring entities will not be assessed a facility rental fee.

Workshop Participants and Guests of the University. If workshop participants, guests, or University sponsors want to reserve areas of Phillips Hall, Withrow Court, Millett Assembly Hall, and outdoor fields for their exclusive use and/or for special hours, a facility rental fee will be charged and will include the cost of additional supervision and/or maintenance. An additional charge will be assessed for property loss and/or damage.

Groups Unaffiliated with the University. The scheduling of non-University groups wanting to use nonauxiliary sports cilities should be coordinated by the Recreational Sports Center and Special Facilities.

rocedure for Processing Requests for Reservations for Special Use of 'ports Facilities *(Student Handbook 5.5.D.3)*

1. **Facilities Managed by Recreational Sports.** After physical education classes, intercollegiate athletic events (including practices), and certain recreational sports programs are scheduled, responsibility for further scheduling of the following facilities has been delegated to the director of the Recreational Sports Center. Those interested in the availability or scheduling of the following facilities should contact the Recreational Sports Center.

Outdoor Fields

- Cook Field
- Club Sport Field
- Dewitt Cabin Field
- Disc Golf Course -Western campus
- Chestnut Field
- Bunger Quad

Indoor Fields

- Phillips Hall downstairs gymnasium, racquetball courts, and Dance Studio Room 115
- Chestnut Fieldhouse
- North Quad Fitness Center –Martin Hall
- Scott Hall South
- Wilson Hall tennis courts
- Peffer Park Ropes Course

The Recreational Sports Center will clear the request with any departments that might be affected, either directly or indirectly, by the request. The Recreational Sports Center will confirm the use clearance to the requestor and send copies of the rental contract to the appropriate parties (i.e., Kinesiology and Health; Intercollegiate Athletics; Physical Facilities; University Police).

2. **Other Facilities.** The availability of other facilities on campus can be determined, and reservations made, on the Student Activities website http://miamioh.edu/student-life/student-activities/event-planning/event-locations/special-facilities-reservations/index.html

Outdoor Fitness and Sport Activity Facilities *(Student Handbook 5.5.D.4)*

The primary function of the outdoor facilities is to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe condition the following guidelines are to be followed by those using the fields. These guidelines will be strictly enforced.

Guidelines

1. Scheduling of outdoor facilities and sports fields for recreational purposes has been delegated to the Recreational Sports Center. Outdoor facilities may be reserved only during stipulated hours with scheduling approval from the Director of Recreational Sports.
2. Possession and/or consumption of alcoholic beverages is prohibited on all outdoor facilities and fields.
3. Individuals and student groups may not sell food and soft drinks on any of the outdoor fields or facilities. Concession and food stands are permitted only in adjacent parking lot areas.
4. No transportation equipment of any kind is permitted on the fields. This includes cars, bikes, trucks, vending stands, and motorcycles. Any damage caused by a vehicle will be paid for in full by the person or organization responsible for the activity.
5. No holes, ditches, or pits may be dug for any purpose. The field is to be used as is unless complete written authorization is given by the Director of Grounds within the Department of Physical Facilities.
6. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than that in which they found it. This includes responsibility for returning equipment to its proper place, removal of all debris, etc.
7. Street shoes are not permitted on any outdoor tennis court. Only nonmarking, soft-soled TENNIS shoes are permitted. No bikes, skateboards, or other modes of transportation are permitted. Tennis is the only game permitted to be played on any outdoor tennis court.
8. If maintenance services are required or if any damages occur, the organization or individual responsible for the activity will be billed.
9. Willful destruction or abuse of University property will result in forfeiture of the outdoor facility and field use privilege and/or other University disciplinary action.

Failure to Observe Guidelines

FAILURE TO OBSERVE ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF THE RIGHT TO USE PHYSICAL EDUCATION AND RECREATION OUTDOOR FACILITIES AND SPORTS FIELDS. ORGANIZATIONS USING THE FACILITIES ARE RESPONSIBLE FOR ADHERENCE TO THESE REGULATIONS BY MEMBERS OF THEIR GROUP.

Indoor Fitness and Sport Facilities *(Student Handbook 5.5.D.5)*

Guidelines

1. The primary function of the facilities is to serve the needs of students, faculty, and staff, and then spouses, domestic partners and dependents of all above. Dependent children must be in the immediate company of a parent or other responsible adult while using the facilities.
2. Responsibility for general supervision and building security rests with the staff member or recreation supervisor(s) directly in charge of the activity or facility.
3. Scheduling of facilities for recreation purposes has been delegated to the Recreational Sports Center. Facilities may be used only during stipulated hours and only with assigned supervision. Trespassers will be subject to prosecution.
4. Smoking and tobacco use are prohibited in all University facilities.
5. Possession or consumption of alcoholic beverages is prohibited in all physical education and sports facilities. Persons who are under the influence of alcohol or controlled substances will be asked to leave recreational sports facilities.
6. Food and soft drinks are not permitted in classrooms, natatoriums, gymnasiums, or other activity areas.
7. Individuals and groups MAY NOT sell food and soft drinks in any of the physical education and sports facilities without approval from the Recreational Sports Center.
8. Spectators are permitted only in the bleachers or in designated seating areas.
9. Street shoes are prohibited in all activity areas unless otherwise posted in writing. Some activity areas require special footwear that must be worn. Equipment other than that used in indoor sports is prohibited in all activity areas unless prior written approval is obtained from the Recreational Sports Center.
10. All persons and organizations using University facilities are expected to leave the facility in the same or better condition than that in which they found it. This includes responsibility for returning equipment to its proper place, removal of all debris, etc.
11. If excessive maintenance services are required or if any damages occur, the organization or individual responsible for the activity will be billed.
12. Dogsand other animals are not permitted in any physical education or sport facility, Intercollegiate Athletics facility and recreation auxiliary facility (exception: service animal accompanying an individual with a disability).
13. Willful destruction or abuse of University property will result in the forfeiture of the facility use privilege and other University disciplinary action if appropriate.

Failure to Observe Guidelines

FAILURE TO OBSERVE THESE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF THE RIGHT TO USE PHYSICAL EDUCATION AND SPORT FACILITIES. ORGANIZATIONS USING THE FACILITIES ARE RESPONSIBLE FOR ADHERENCE TO THESE REGULATIONS BY MEMBERS OF THE ORGANIZATION.

Responsibilities of Participants in Recreational Sports Programs *(Student Handbook 5.5.D.6)*

Participant Safety. Through the Recreational Sports Program, individuals elect to participate in an intramural sport, an informal sport, a sport club, or an indoor/outdoor recreation activity or program. Regardless of the activity, all participants must realize that there are certain risks assumed as a participant in an active recreational sports program. Each person must be aware of this assumption. Each participant also has a responsibility to use prudent and ordinary care in his or her actions. For individual safety and that of fellow participants, any situation perceived as a potential danger must be called to the attention of the supervisor. This would include, but should not be limited to:

1. facilities that are unsafe;
2. equipment that has broken or is in need of repair;
3. a participant who is intoxicated;

4. a participant who is playing under false pretenses;
5. a participant who is not feeling well or is unduly fatigued; or
6. a participant having unusual difficulty in performing an activity.

Each participant is obligated to follow the rules and regulations set down by the program for individual safety. This includes the proper dress, such as tennis shoes, and protective equipment, such as eye guards. If individuals choose not to use such protective equipment, provided or requested, they must realize that they are doing so at their own peril and that injury might occur. All participants want a safe environment, but it must be recognized that accidents do occur in active, vigorous participation. Throughout the conduct of this program every effort will be made to keep all facilities and equipment in good, safe, workable condition. Everyone, supervisors and participants, must use good judgment and work together for safe participation.

Should an injury be incurred during participation in the organized/informal sports or intramural sports program, *the program supervisor will make arrangements for transportation* to the Student Health Service or McCullough-Hyde Memorial Hospital, whichever is appropriate. The injured party is responsible for all financial obligations incurred in this process and for any subsequent treatment necessitated by the injury in all recreational sports programs. Because of this, all students are required by the University to carry some form of health care insurance (see *The Miami Bulletin—General Edition*). All others are encouraged to have health care insurance. All students should discuss with the medical staff of the Student Health Service any known physical problems that may limit their participation in the recreational sports program. *This should be done before participation.* It is important to do this inasmuch as a medical examination is no longer a requirement for admission to the University.

This entire statement is strictly for participant protection. Any questions concerning it should be addressed to the irector of Recreational Sports.

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Search Policies

SEARCH

OK

Notice

How to use the new Miami University Policy Library

New/Revised Policies

2016-2017

Drug-Free Workplace

Minors on Campus

Nursing Mothers

Tuition Promise Appeals Committee

2015-2016

Electronic Records and Signatures

Infectious Disease

Miami University's Tuition Promise Guarantee

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Buildings and Grounds

(MUPIM 16.4/OAC 3339-16-04)

Right of Usage (MUPIM 16.4.A)

Use of space or grounds for purposes other than those for which they have been designated will not be permitted. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned without permission of the President or a designated University official.

Maintenance of Physical Facilities (MUPIM 16.4.B)

All work done on buildings, grounds, and other fixed facilities of the University, is done by the Physical Facilities Department unless other arrangements are approved by the Vice President for Finance and Business Services and Treasurer.

Use of Public Areas of Buildings and Grounds (MUPIM 16.4.C)

The buildings, grounds, and other property of Miami University campuses are dedicated to the educational mission of the University. Use of the buildings, grounds, and other property of the University is reserved for the direct and indirect upport of the teaching, research, and service missions; of the University's administrative functions; and of students' ampus-life activities. The University may prohibit or otherwise restrict access to or use of its buildings, grounds, and her property as may be necessary to provide for the orderly conduct of the University's teaching, research, and ervice missions; of the University's administrative functions; and of students' campus-life activities. Visitors are free to alk through our campuses; however, authorization is required from the University or from a recognized student rganization to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

Use of Restricted Areas of Buildings and Grounds (MUPIM 16.4.D)

General (MUPIM 16.4.D.1)

Every faculty or staff group and every officially recognized student organization has the right to request the use of University facilities on a space available basis for the purpose of holding meetings or conducting activities consistent with the objectives of that group or organization.

The University cannot permit the use of state owned equipment or facilities for any kind of nonsanctioned private instruction or other type of nonsanctioned private enterprise. This regulation does not cover activities that are an integral part of the regular teaching load or other official assignment of members of the staff.

The use of any facility is determined by the President or designated University official. The use of any facility for purposes other than those specified will not be permitted to usurp a facility that has been duly assigned except by permission of the President or designated University official.

Policies concerning the use of University buildings and facilities by students are presented in the *Student Handbook.*

Permanent Academic and Office Space *(MUPIM 16.4.D.2)*

Divisional deans submit requests for special needs of a permanent nature, such as space for faculty offices, research, and instructional laboratories, to the Provost. Priorities are assigned in accord with the space available. Once specific areas are assigned to divisional deans they assume jurisdiction over them.

General classroom space in the academic buildings is not assigned to any specific academic department. These areas are under the jurisdiction of the Office of the University Registrar for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis and only after being properly scheduled.

Scheduling of Space *(MUPIM 16.4.D.3)*

1. All regular classroom space is scheduled by the Office of the University Registrar for all hours. Classes may be moved only with his or her permission.
2. Other continued use space is assigned by the President. Faculty and staff members are expected not to move their offices or to change continued use assignments without approval from the appropriate dean or vice president.
3. Large audience facilities are scheduled by the Office of the University Registrar. (Please refer to #4 below)
4. A lecture or other activity sponsored by an academic department requires no approval. If the event involves use of any room under the jurisdiction of the Office of the University Registrar, clearance of space must be obtained before any public announcement is made. (Please refer to #3 above)
5. For information on scheduling specific facilities, refer to the Miami University Directory.

Policies Governing the Use of Nonauxiliary Sports Facilities by University and non-University Groups (MUPIM 16.4.E)

Refer to the most current edition of the *Student Handbook*.

Camera Installation (MUPIM 16.4.F)

The University may install observation cameras on University property to protect resources, enhance safety and assist in the educational mission as provided in this policy. The University will not install observation cameras on University property in faculty/staff offices or in nonpublic areas of residence halls. If an observation camera is installed where identification of personal images is possible, the camera must be accompanied by appropriate signage indicating the presence of the camera and whether or not it is monitored in real time.

Purchase and installation of camera equipment to protect resources or enhance safety require the initial approval of the appropriate vice president. Purchase and installation of camera equipment for use in research must be approved by the Office of Advancement for Research and Scholarship. Purchase and installation of camera equipment for use in classrooms or to otherwise assist in the educational mission must be approved by the Provost. All requests must first be approved by the Space Utilization Group (all indoor installations) or the Campus Planning Committee (all outdoor installations). The Department of Physical Facilities and the University Information Security Office are responsible for determining equipment, signage and placement standards.

Public Speaking, Leaflet Distribution, and Demonstration (MUPIM 16.4.C,

Miami University embraces the rights of expression, affiliation, and peaceful assembly. Miami University faculty, staff, and students may express their views by demonstrating peacefully for ideas they wish to make known, and the University will protect these rights. The University has an equal and co-extensive obligation to protect the rights and freedoms of those who choose not to participate in a demonstration. Additionally, the University has a duty to protect its property and to assure the continuation of the University's teaching, research, administrative, and service functions.

The term "Demonstrations" as used in this policy includes, but is not limited to, picketing, petition circulation, public speech making, rallies, the appearance of public speakers in outdoor areas, mass protest meetings to display group feelings or sentiments.

Faculty, Staff, and Students *(MUPIM 16.4.G.1)*

Therefore, in conformity with University policy and practice, the following standards must be followed by those faculty, staff, and students who wish to demonstrate:

- Demonstrations may not occur inside University buildings, on porches or porticos of University buildings, or on lawns of University-owned residential facilities.
- Demonstrations may not impede ingress or egress to the University, any University property, parking lot, building, facility, or event. Thus, demonstrators must stay at least twenty-five (25) feet from the entrance to any University building, property, parking lot, facility or event, including entrances to construction sites.
- Demonstrations may not obstruct or disrupt, by auditory or other means, any University activities. Sound amplification devices may only be used at a volume which does not disrupt or distract from the normal use of classrooms, offices, or laboratories or any scheduled University event. Thus, use of amplification device(s) between 8:00 a.m. and 9:00 p.m. within 250 feet of an academic building is prohibited. The use of amplification device(s) between 11:00 p.m. and 8:00 a.m. is prohibited.
- Sleeping outdoors between 11:00 p.m. and 8:00 a.m. and camping outdoors at any time are prohibited except:
    - as part of a registered student organization activity in designated areas adjacent to the Shriver Center or Phi Delta Theta Gates (corner of Campus Avenue & High Street); or
    - students seeking admission to the Goggin Ice Center, Millett Hall, Armstrong Student Center, or Yager Stadium. Such approval shall not exceed forty-eight (48) hours.
- Information that is obscene or libelous or that advocates unlawful conduct may not be disseminated.
- All fire, safety, and sanitary laws and regulations must be obeyed.
- Demonstrations may not obstruct vehicular, bicycle, pedestrian, or other traffic.
- Demonstrators may not engage in any activity which constitutes a clear and present danger to persons, property, or the University's operations.
- Demonstrations must comply with all applicable laws and University policies including those regarding scheduling of space.
- The University may elect to establish reserved gates/entrances for vendors. Demonstrations at gates or entrances reserved for vendors will not be permitted.

Distribution of materials (including but not limited to distribution of flyers, leaflets or pamphlets, or the circulation of petitions) by faculty, staff, or students, other than as part of the University's teaching, research, administrative, and service functions, may occur only on perimeter sidewalks, on other areas, if any, designated by the University, or on exterior areas of campus buildings. Employees may not distribute materials unrelated to their work duties in work areas during work time.

Visitors *(MUPIM 16.4.G.2)*

Visitors are welcome to walk through the University's campuses, but they may not make formal speeches and presentations, erect displays or conduct similar activities unless invited to do so by the University or by a recognized student organization. Persons not employed or enrolled as students who wish to demonstrate or to distribute materials on University property may do so only on the perimeter sidewalks designated by the University.

Those designated areas in Oxford consist of the perimeter sidewalks parallel to the following streets: High Street, Patterson Avenue, Chestnut Street, Spring Street, Tallawanda Street, Maple Street, Oak Street, and Campus Avenue. Such activities shall not pose a safety hazard nor interfere with the normal use of the sidewalks by others.

Penalties for Violation *(MUPIM 16.4.G.3)*

Any person in violation of the above is subject to an order from the Miami University Police Department or other law enforcement official to disperse. Persons failing to comply with such an order are subject to arrest and prosecution for criminal trespassing and are subject to University disciplinary action

Previous (Non-Research Animals on Campus)

Next (Hosting)

Search Policies

SEARCH

OK

Notice

How to use the new Miami University Policy Library

New/Revised Policies

2017-2018

Accessible Technology Policy

Unmanned Aircraft System (Drones and Model Aircraft)

Title IX Protocol-Sexual Misconduct Policy and Procedures for Students at Miami University

Title IX Protocol-Sexual Misconduct Policy and Procedures for Employees at Miami University

Alcohol and University Property

Policies That Were Revised 2017

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