

Shenandoah University's Use of University Facilities Policy

Policy Rationale:

Shenandoah University educates and inspires individuals to be critical, reflective thinkers; lifelong learners; and ethical, compassionate citizens who are committed to making responsible contributions within a community, a nation and the world. As a private university, SU is respectful of the rights of freedom of assembly and freedom of speech, and also respectful of diverse cultures, experiences and perspectives. In addition, SU is committed to a campus culture of compassion, responsibility, advocacy and justice, which graduates are inspired to replicate in communities beyond SU. Consequently, SU strongly supports rigorous, intellectual debate within a safe, inclusive environment.

In light of the foregoing, the University has established requirements for use of its facilities and outdoor space (collectively, "University Facilities") to: (1) focus on its mission, values and vision; and (2) provide a safe, inclusive environment.

Policy:

The use of University Facilities, including by an individual invited to speak, or a group interested in protesting, must:

- Be consistent with the University's mission, values and vision;
- Not disrupt student education, academic activities, research, scheduled events, University functions, or the faculty/staff work environment;
- Be safe for participants and not generate unreasonable security issues

To be considered an official use of University Facilities, a reservation of University Facilities must be approved as noted in Section C below.

A. Priority of Use

(1) Academic and student programs sponsored by the University;

(2) Faculty/Staff acting in the course of their job responsibilities or other official University activities, including, but not limited to Departmental Events;

(3) Registered Student Organizations in good standing;

(4) Faculty/Staff for meetings and events sponsored by a University Department head/chair related to professional associations/organizations or programs consistent with the University's mission, values and vision;

(5) Third parties (including without limitation, non-University affiliated organizations,

commercial sponsors, non-profit organizations, and faculty/staff not acting in their official capacities) authorized by a University Department head/chair; provided, however, that third parties may not use University Facilities leased by the University. Third party events must be conducted in a manner that does not hinder or disrupt University operations, or is inconsistent with the University's mission, values or vision. Third parties may not charge a fee to attend their event without prior written approval from the University. To reserve a University Facility, all third parties must contact the University's Senior Director of Auxiliary Services at meetingspace@su.edu to determine whether a University Department head/chair has authorized their use, and to help find an appropriate University Facility.

B. Fees/Insurance

Except for third parties who have been granted a fee and/or insurance waiver by the University, a third party will be required to pay the prevailing fee(s) to rent a University Facility, and to provide a certificate of insurance, in amounts and at minimum levels required by the University, naming the University as an additional insured. To apply for a fee and/or insurance waiver, and/or for a list of current rates, please contact the University's Senior Director of Auxiliary Services at meetingspace@su.edu.

C. Procedure for Reserving Space

Once a group, including internal groups and events are identified, space must be reserved. Shenandoah University uses the reservations system Coursedog to reserve most University Facilities on campus. Health Professions Building and SU Loudoun Campus will be added to Coursedog at a later time, for now those spaces are reserved through a link. The link can be provided by emailing meetingspace@su.edu.

(C1) If your proposed use falls within any of categories A(1)-(4) above, please follow the link below to determine availability and to reserve space. Space can be viewed on the room calendar tab and space can be reserved from the home page under request and event. Once submitted, and approved, you will be notified via email.

Coursedog: <https://shenandoah.events.prod.coursedog.com/>

(C2) If you are a third party that desires permission to use any University Facility without authorization from a University Department head/chair, please contact the University's Senior Director of Auxiliary Services at meetingspace@su.edu. If you already have authorization from a University Department head/chair, you may submit your request following the direction above in C1 to Coursedog. Some University Facilities are not available for booking until after the drop/add period of the academic semester.

D. Restrictions on Use of a University Facility for a Protest or Demonstration

Protests or demonstrations may not:

- Block or impede pedestrian or vehicular traffic along streets and sidewalks unless approved by the University;
- Involve placement of tents or the erection or placement of other temporary structures without expressive consent of the University;
- Interfere with or impede official ceremonies, events, classes, and activities;
- Include participants who attempt to conceal their identity by wearing any mask where the majority of their face is hidden in violation of Virginia law; or
- Violate applicable law or other University policies or procedures.

Notwithstanding the foregoing, the University reserves the right to deny the use of any University Facility to any individual or group in the University's sole and absolute discretion.

Adopted - 09/06/2024