

Indiana University of Pennsylvania  
POLICY STATEMENT

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Subject: Facilities Use Policy

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Original Date Established:

Revision Date: July 30, 2024

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Originating Office: Administration and Finance

W ] v [ Michael A. Driscoll

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Distribution Code: A

} ( W ] v August 7, 2024) A o W

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Any forms necessary for the appropriate use of a requested space must be completed ~~the request~~ being approved. This may include but is not limited to, a safety planning form, permits required by local municipalities or other legal entities, work orders associated with the request, and/or requests for other University services. Any costs incurred as a result of the event and services provided are the sole responsibility of the requesting individual, group, or entity.

Spontaneous Group Exception The University encourages students and employees to use the aforementioned procedure for reserving a space on campus. Without prior notice, individuals and groups may assemble and engage in Spontaneous Expressive Activity provided that such activities do not result in violations of this policy or other laws or campus policies, including, but not limited to, interference with functions that occupy a given space with prior approval, and so long as they do not constitute a disruption to University Operations. All other aspects of this policy apply to spontaneous expression.

The requesting individual, group, or entity will be notified of approval or denial of the request ~~within~~ five (5) business days following submission of a completed request including all required forms and permits. If a request is cancelled by the requesting individual, group, or entity, the approval ~~should~~ be notified two (2) business days prior to the requested date(s) of use. Approved requests may not be transferred to a different individual, group, or entity.

The University reserves the right to deny access to University Property or to relocate the request for reasons including but not limited to, size of the event, number of participants, and other considerations which may impact safety and/or University Operations. Events that request amplified sound, or the use of a device or a collection of voices to increase the volume of sound, may be offered a location where the level of sound will not cause a disruption to University Operations or denied if no such location is available.

If the University denies access to a person or group and that individual or group alleges the denial was made on the basis of their identity or the purpose of use, the person or group is directed to appeal the denial to the Chief Diversity and Inclusion Officer ~~the~~ Social Equity and Title IX Office. The Chief Diversity and Inclusion Officer or their designee will respond to the appeal as soon as practicable, but no longer than 48 hours after receiving the appeal. The decision of the Chief Diversity and Inclusion Officer (or designee) on appeal shall be final.

Events that employ the use of temporary structure(s) (i.e., tents, canopies, or other temporary structures used for shelter or transient housing) must receive prior approval and the requester ~~uses~~ the maintenance request procedures for IUP Facilities Operations to erect and remove the temporary structure(s).

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