

CAMPUS ACTIVITIES and USE of FACILITIES
(Reference: UC Systemwide PACAOS 30.00 & 40.00)

300.00 General Provisions

- A. University properties shall be used in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.

- B. All persons on University property are required to abide by University policies and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies or campus regulations may subject a person to possible legal penalties; if the person is a student, faculty member, or staff member of the University, that person may also be subject to disciplinary action in accordance with University policies and campus implementing regulations.

301.00 Grounds Open to the Public

On University grounds generally open to the public, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship and distribution of literature incidental to the exercise of these freedoms; however, these activities must not interfere with the orderly operation of the campus, may not include sales or solicitation without a permit, and must be conducted in accordance with the campus time, place and manner regulations.

- A. For the purpose of these regulations, "grounds open to the public generally" are defined as the outdoor areas of the campus (lawns, patios and plazas) that are adjacent to campus buildings and parking lots.

- B. In the event that the architecture of a building includes entrances with stairs or landings, no activity, event, or distribution may take place on the stairs or landings. This restriction applies to the Lantern and stairs to the Kolligian Library. Exceptions will be considered by request.

- C. All activity must comply with time, place and manner regulations and be conducted in such a way that traffic is not impeded and the normal activities in classrooms and offices are not disrupted.

- D. Tables or moveable stands may not be placed in areas where passages to any entrance or walkways are blocked, where the free flow of pedestrian traffic is restricted, or where emergency fire lanes are blocked. Additional and more restrictive policies may apply to specific facilities or use areas. Student groups using moveable tables or stands at any location on the campus must have the prior approval of the Office of Student Life.

Authority for approval rests with the director of Student Life or designee.

302.00 Speech and Advocacy

The University is committed to assuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly and worship. Civil disobedience has had a historic role in our democracy, but such activity is not protected speech under the Constitution and those engaging in it may be held accountable for policies or regulations violated.

303.00 Time, Place and Manner

The time, place and manner of exercising constitutionally protected rights of free expression, speech, assembly and worship are subject to the regulations below that provide for noninterference with University functions, to provide reasonable protection to persons from practices that would make them involuntary audiences, or place them in reasonable fear, as determined by the University, for their personal safety.

On University grounds open to the public generally, all persons may exercise the constitutionally protected rights of free expression, speech and assembly.

Such activities must not, however, interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property. Further, no activities may interfere with the University's obligation to protect the rights of all to teach, study and fully exchange ideas. Physical force, the threat of force, and other coercive activities used to subject anyone to speech of any kind are expressly prohibited.

304.00 Amplified Sound Areas and Outdoor Gatherings

Sound amplification equipment may not be used at any outdoor location without the prior written approval of the Office of Student Life or Housing and Residence Life.

If complaints are received indicating that the amplification sound level is interfering with the operations of the campus, the responsible person(s) will be directed to lower the volume by Student Affairs staff. If additional complaints occur, the person(s) in charge of the amplification equipment will be directed to turn off the sound completely. The amplification of music shall be restricted to the hours between noon and 1 p.m. and 7 and 10 p.m. (Monday through Friday), while voice amplification may be approved to occur between the hours of 11 a.m. and 10 p.m. (Monday through Friday).

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four business days in advance of the event to the

Office of Student Life.

305.00 Non-University Speakers

Non-university persons/groups may be invited to participate in events sponsored in University facilities upon invitation of the student governments, other University schools and units, or registered campus organizations. Non-University speakers or entities may not schedule facilities or collect funds therein unless sponsored by a University department, official unit, or registered campus organization. It is the expectation of the University that all speakers and entities will recognize that the essence of the University is to provide for the free exchange of ideas and the expression of a variety of intellectual perspectives. On-campus programs should be designed in the best interests of the educational process, allowing appropriate opportunities for audience interaction.

The only facilities exempt from this sponsorship provision are the outdoor areas of the campus open to the public generally. Use of these areas by non-University persons without a campus sponsor, however, may not involve the use of amplified sound, and may not interfere with scheduled events by registered campus organizations and University departments.

306.00 Posting Regulations

These regulations, pertaining to both campus affiliates and non-affiliates unless otherwise stated, permit the posting, distribution and exhibition of materials on campus within the guidelines below. Posting that may damage any University property is prohibited.

These regulations apply to individual members of the campus community as well as groups and organizations. The University reserves the right to remove any posting violating these guidelines, or for administrative or facility maintenance reasons. Fines may be assessed for violating these guidelines.

All materials must be reviewed by the Office of Student Life prior to posting to ensure that the materials clearly indicate the name of the sponsoring organization(s), unit(s) or individual(s) and their contact information.

Materials acceptable for posting:

- A. Noncommercial Materials: "Noncommercial materials" refers to printed material that is not sold or distributed for private business or personal profit, or the promotion of such profit. Examples of noncommercial material include announcement for activities, events and services.
- B. Occasional/Incidental Sale by a Campus Affiliate: Public notices regarding the occasional/incidental sale of personal property belonging to

students and employees of the University and those offering educationally related services or information of interest to UC Merced students, faculty and staff are permitted. These notices must be posted in the area(s) indicated for campus affiliated advertising only.

- C. Events/Goods/Services: Advertisements, posters and literature related to events/goods/services for commercial and non-commercial purposes.

307.00 Unacceptable Posting and Advertising Methods

- A. Classroom Chalkboard/Dry Erase Board Posting and Announcements – Written announcements of upcoming events on chalkboards or dry erase boards in any instructional facility that has limited chalkboard space, is prohibited. Academic use of chalkboards will always take precedence over other uses.
- B. Chalking of sidewalks, walkways and buildings is not permitted on University property. Exceptions for sidewalk chalking will be granted by the Office of Student Life for affiliates only with the stipulation that approval is requested in advance of chalking and that all chalk removal costs are covered by the sponsoring group or individual.
- C. Use of materials to mount advertisements that will damage posting surfaces, which include but may not be limited to masking tape, scotch tape, glue, paste, nails and duct tape are prohibited.
- D. Unless otherwise indicated, posting in or on campus buildings, sidewalks, trees, bridges, bike path railings, windows (except as approved by specific departments), traffic signs, fixed poles, blue light poles, lamp poles, doors, fountains, benches, trashcans, shrubbery and all other areas not suitable for staples or tape and not specifically identified in these regulations is prohibited.
- E. Unless otherwise indicated, writing, posting or taping directly on sidewalks, paths or on the exterior or interior surfaces of buildings or walls with any material is a violation of these regulations.
- F. Posting on top of or removing announcements that are current is a violation of these regulations.
- G. No flyers, announcements, or literature of any kind may be placed on automobiles (e.g., under the windshield wipers) on University property.
- H. No flyers, announcements, or literature of any kind may be left unattended on campus grounds or in classrooms. That is, literature may be handed to interested persons or posted appropriately in designated areas for their

information, but it may not be left for others to pick up.

308.00 The Approval Process

- A. The Office of Student Life will keep a record of all approved posting areas on campus.
- B. The Office of Student Life must approve all materials (i.e. ensure that the materials include the name and contact information for the sponsoring entity) prior to having materials posted or taken for secondary approval to post in restricted areas. The only exception permits the Housing and Residence Life Office to approve materials to be posted by Student Housing Staff and the Resident Housing Government only within the designated posting areas of student housing.
- C. Secondary approval is required to post in restricted posting areas by campus affiliates only. After securing approval to post materials by the Office of Student Life, campus affiliates must seek secondary approval by a particular owner (school/department/office) of the space. Please check with the main reception area of the specific school/department/office for the location you wish to post. Secondary approval will be granted per guidelines available in specific school/department/office.

309.00 Approved Advertising/Posting Areas

A. Posters and Announcements

Bulletin Boards and other designated posting areas are marked with the type of acceptable posting. All materials must be approved prior to posting. When posting documents with tape, painter's tape (e.g., blue tape) must be used to protect the posting surface.

1. Campus Boards – only campus affiliates may post in these designated areas.
2. Restricted Boards – only campus affiliates may request to post materials in restricted posting areas.
3. Banner Areas – banners (no more than three feet in length and three feet in width) may be posted in approved areas by campus affiliates only.
4. Public – all materials from non-university persons or groups may be posted on public boards only.
5. Only one posting for each event will be approved for each designated posting area.

6. Flyers are generally 8.5 inches-by-11 inches or 9 inches-by-14 inches.

B. General Distribution

Flyers, announcements, or literature of registered campus organizations may be distributed through campus mailboxes as long as the method of distribution is in keeping with departmental policy and applicable University policies. All inquiries regarding the appropriateness of distribution will be referred to the Office of Student Life for resolution.

Requests for tabling and distribution of literature elsewhere on campus may be approved by exception by the Office of Student Life.

1. Any person or organization wishing to distribute publications must notify the Office of Student Life regarding distribution and litter control plans.
2. All publications distributed within or in front of the on-campus residence halls and dining commons must have prior approval from the Office of Housing and Residence Life or its designee.

C. Non-Traditional Displays and Decorations (e.g., sandwich boards, table displays, aerial displays and balloon arches)

Postings requiring non-traditional display methods may be approved for display for a maximum of two weeks. A written proposal outlining the purpose, time period, location(s) and materials to be used must be presented to the Office of Student Life for approval at least one week before the desired posting/display date. Additional approval from the office of Facilities Management may be required.

D. Electronic Announcements – are available to campus affiliates only. To request an announcement, contact the Office of Student Life, the Students First Center, or Library Services for details and instructions regarding digital signage.

E. Banners

1. Banners must receive prior approval from the Office of Student Life at least three business days prior to the event. Banners must not cover other advertisements or posted material.
2. Banners may not exceed three feet in length and three feet in width.
3. Staked banners/signs that would be placed in ground cover (preferably) or lawn areas must receive posting location approval from Facilities Management and can be posted for a maximum of two

weeks. The signs cannot be closer than five feet on either side of bike paths and may not be placed in areas that constitute a hazard for pedestrians.

310.00 Removal of Poster Material

- A. All material referring to a specific event or deadline, including directional signs, must be removed within 48 hours after the event/deadline by the sponsoring organization.
- B. All material not referring to a specific event or deadline is to be removed by the “post until date.” In the absence of a “post until date,” the material will be removed by the end of the semester by the sponsoring organization. Failure to remove material may result in fines to the sponsoring entity.

311.1 Disposition of Reported Posting Violations

A. Reporting Violations

Any member of the campus community may register a written complaint or concern with the Office of Student Life regarding alleged posting violations and potential clean-up costs.

- B. All potential violations of policy will be referred to Student Conduct for adjudication.

C. Sanctions for Posting Violations

Individuals or groups responsible for posting violations may be charged a penalty fine, required to pay the actual cost of clean up, and/or issued a written warning. Repeat offenses may result in more extensive fines and the loss of organizational privileges.

312.00 Fundraising, Benefits and Donations and Food Sales

A. General Provisions

1. University facilities are not to be used for commercial activities unless specifically identified in these policies for that purpose.
2. Donations made and funds raised must be designated for a purpose consistent with the University’s mission of teaching, research and public service.
3. All campus fundraisers must have a fundraising permit issued by the

Office of Student Life. Fundraising permits must be displayed at all times and funds deposited into campus account and reported within three days of the event.

4. The following University services and programs are exempt from the commercial activity restriction: Campus Store, Dining and Retail Services, Campus Recreation, University Extension programs and classes, and Housing and Residence Life. Any contract involving a campus entity or organization must specify the financial terms agreed to by both parties and the contract must be reviewed by an Office of Student Life advisor. Contracts for Student Housing Associations events held in housing facilities need to be approved by the director of Housing and Residence Life or designee.

B. Fundraising

RCOs and student governments may use University facilities to raise funds on campus when they are in compliance with the following definitions and regulations:

1. RCO fundraising events, including all sales activities, must have prior approval by the Office of Student Life (in the case of the Associated Students, Graduate Students Association and registered campus organizations). Student Housing Association events held in housing facilities require the director of Housing and Residence Life or designee approval.
2. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purposes of the sponsoring organization.
3. When a University facility or grounds is used for an event, the sponsoring organization shall pay in advance or encumber funds sufficient to pay, prior to the event all pre-established program costs (e.g., facility use, production costs and equipment rental fees).
4. RCOs using University facilities to raise funds must be financially accountable and operate within the UC Merced RCO Accounting Guidelines, available in the Office of Student Life.
5. The University reserves the right to investigate the financial records of a campus organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised, or if there is a reasonable allegation of impropriety.
6. In the event that a fundraiser loses money, the sponsoring organization

remains liable for covering all costs incurred by the activity.

C. Benefits and Donations

RCOs may sponsor non-commercial activities, sales and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction is not violated and the campus organization agrees to comply with the stipulations outlined in the guidelines available in the Office of Student Life.

D. Food Sales

Food sales on University properties must comply with the guidelines and timelines outlined in Food Sales Guide available in the Office of Student Life. Food served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need a selling permit or prior approval. However, food must be served following the guidelines listed in the Food Sales Guide, copies of which are available at the Office of Student Life.

E. Sponsorships

Guidelines related to the sponsorship of UC Merced Registered Campus Organizations are available in the Office of Student Life.

F. Fundraising for Charities

RCOs may conduct fundraisers for charitable organizations and must follow the guidelines located in the Office of Student Life.

G. Use of University Funds/Services

All Student Organization expenditures using university-allocated funds (including gifts) are subject to standard University accounting policies and procedures.

The University operates on a recharge/purchase order system when utilizing University services (i.e. facility rental, graphics, etc.) or when dealing with off campus businesses. All expenditures must be pre-approved by the Office of Student Life. Reimbursements are rare and, if not approved in advance, may result in a loss to the individual or organization. Original receipts are required for all reimbursements.

All collections should be recorded with the University Cashiering Department and all expenditures processed through the procurement and the accounts payable department. Opening and maintaining bank accounts in the name of the RCOs is not allowed.

H. Use of University Name, Insignia, Seal or Address

See “Campus Organizations” regulation section 203.00.

313.00 Serving Alcohol at a Campus Event

The use of alcohol on University property and at University-sanctioned events must be in compliance with California law. Guidelines related to the use of alcohol may be found in the campus **Alcohol Policy and Procedures**. In addition:

1. Campus organizations shall not use funds raised through University-sanctioned events for the purchase or distribution of alcohol.
2. The University cannot expend state funds on alcohol.

314.00 Use of University Facilities

A. General Provisions

1. All use of University facilities must be in accordance with federal, state and local laws, and with University policies and regulations.
2. Those using University properties and services must avoid any implication that they are sponsored, endorsed or favored by the University.

315.00 Scheduling Facilities

A. Facility Requests

1. All facility use requests for non-course-related purposes should be submitted to the designated facility coordinator for the selected venue. Facility use requests for classrooms should be submitted to the Office of the Registrar.
2. Request for space should not be considered confirmed until a written confirmation is sent to the originating group/individual.

B. Approval of Requests

1. The use of campus facilities for events held in classrooms, assembly rooms, meeting rooms, outdoor venues and recreational facilities must be coordinated through the designated facility coordinator for that venue. Approval/non-approval of an event will be based on the following criteria:
 - a. The relationship between the nature of the request (type of

event) and the policies governing the use of campus facilities and the primary purpose/function of the facility.

- b. Whether or not there are any known scheduling conflicts.
 - c. Whether or not the proposed activity poses a risk of danger or injury to persons, or damage to property and/or to the orderly operation of the University.
- C. In the event that the designated facility coordinator for the desired venue denies a request for use of campus facilities the sponsoring organization may request that the vice chancellor for Student Affairs review the decision.

The Office of Student Life and the Office of Housing and Residence Life have the authority to cancel an event, prior to its commencement, if it is determined that the event may pose a risk to people or property. The Department of Public Safety has the authority to cancel an in-progress event if it is determined that the event poses an imminent and substantial risk to people or property. Response to peaceful protest, assembly and speech will conform to **UC Merced Protocol for Responding to Peaceful Assembly or Protest**.

D. Reservation Cancellation

1. In the event that a scheduled space will not be used, the designated facility coordinator must be notified immediately by the sponsoring organization. Cancellation notice must be given a minimum of two working days prior to the event.
2. Individuals or campus organizations who fail to cancel their space reservations in a timely manner or on more than one occasion may lose facility use privileges.

316.00 Special/Major Events Approval

Any group wishing to sponsor events that meet one or more of the criteria defined below must gain approval from the Office of Student Life a minimum of two weeks prior to the event. For events that do not lend themselves to prior planning (e.g., rallies or demonstrations inspired by current events), organizers should consult immediately with the Office of Student Life to ensure compliance with protest, speech and assembly protocol.

- A. Total attendance (both participants and spectators) of 500 or more is anticipated.

- B. Brings non-university vendors to campus (food vendors, for profit vendors, etc).
- C. Has the potential to be disruptive to the normal business of the University or the community (e.g., bands, dances, festivals, etc.).

317.00 Exam Prep Days and Finals

During the final week of classes the scheduling of major events is discouraged, and during exam prep days and finals, it is intended that major activities and/or mandatory meetings (e.g., administrative, ad hoc, or search committees) not be scheduled in order to maintain a campus climate conducive to study. A request from a RCO for an exception to this regulation for an activity must be submitted in writing to the Office of Student Life.

318.1 Use of University Facilities for Events and Activities Sponsored by Non-Affiliates

Non-affiliates are defined as any person who is not a student, officer, official volunteer, employee, regent, or emeritus of the University of California or a member of a household authorized to reside on University property.

1. All use of campus facilities by non-affiliates shall be coordinated and approved by the appropriate campus facility office.
2. Individual University faculty, staff and students will be considered to be "nonaffiliates" when requesting facilities for events not related to or approved by a school, unit or campus organization, or when they wish to use facilities for commercial purposes.
3. The sponsoring organization is responsible for the facilities reservation and all accompanying requests, potential fees, as well as following event cancellation policies. These requests shall have lower priority in securing facilities than events solely associated with campus or student groups.

See the [University of California Regulations](#) Governing Non-Affiliates in the Buildings and on the Grounds of the University of California for additional information regarding non-affiliates.

319.00 On Campus Marketing of Credit Cards

The California Student Financial Responsibility Act of 2001 requested that the University of California "adopt policies to regulate the marketing practices used on campuses by credit card companies." In addition, the Credit Card Accountability Responsibility and Disclosure Act of 2009 seeks to protect young consumers by implementing specific safeguards and increasing the transparency of affinity agreements between credit card companies and

universities. Pursuant to such legislation and consistent with the interest of the University in establishing minimum Universitywide standards (based on existing campus policies in this area) to regulate such activity, the following policy applies to all banks and other commercial entities (including their third-party representatives) that engage in the marketing of credit cards to students through solicitation activities (hereafter referred to as "marketing" activities) on or near campuses and at campus events of the University of California.

For more information, see [PACAOS Appendix D: University of California Policy and Supplemental Guidelines on the Marketing of Credit Cards to Students](#).

