

## **UW REGULATION 2-178**

### **Use of University Buildings, Grounds and Services**

#### **I. POLICY**

It is the policy of the University of Wyoming to permit the use of University facilities by internal and external users, as defined within this policy, if such use is consistent with the University's primary purposes, i.e. instruction, research and public service. The University retains the right to determine which activities are consistent with its primary purposes.

It is also the policy of the University to permit the use of University facilities, when authorized by the President or the President's designee, for circumstances involving a natural disaster, or a state or community emergency.

All persons or groups, whether internal or external, using University facilities shall follow all University Regulations and applicable city, county, state or federal ordinances and statutes.

#### **II. DEFINITIONS**

For purposes of this Regulation, the following definitions shall apply:

- A.** "Alterations" means physical modification of facilities that alter the use or function of a space or alter electrical, plumbing or heating, ventilation or air conditioning systems within a space.
- B.** "Building" means buildings or structures or portions thereof, owned or leased by the Trustees of the University.
- C.** "Dangerous weapon" includes any firearm, ammunition, explosive, paintball gun, airsoft gun, taser or other electronic restraint device, sling-shot, mace or pepper spray container in excess of 1 ounce, knife (blades 3" or longer except in the apartments or for cooking purposes only), precursor for explosives, brass knuckles, blowgun, dart gun, bow, arrow, and martial arts weapons such as a star, sword, nunchuck, club, etc.
- D.** "Equipment" means all property, whether fixed or movable, owned, leased, or controlled by the Trustees of the University.

- E.** “External users” means persons, entities or organizations other than those defined as “internal users,” whose activities are consistent with the University’s primary purposes.
- F.** “Facilities” means University-owned or operated buildings, equipment, or property, including grounds and University services.
- G.** “Grounds” means all real property, other than buildings, owned or controlled by the Trustees of the University.
- H.** “Improvements” means cosmetic changes to facilities, including, but not limited to, painting, paneling, and installing carpeting.
- I.** “Internal users” means:
1. Academic or administrative departments or units of the University;
  2. Student organizations recognized by the University pursuant to UW Regulation 8-234;
  3. Faculty and staff of the University, active or retired;
  4. University fundraising or alumni activities recognized by the Office of Institutional Advancement; or
  5. Organizations formally affiliated with the University, such as the University of Wyoming Foundation.
- J.** “Non-public areas” means University facilities not generally open to the public, including but not limited to: classrooms; laboratories; research areas; gymnasias; physical education or intercollegiate athletic exercise areas; child day care areas; faculty, administrative staff, or student offices; conference rooms; seminar rooms; lounges; storage areas; parking facilities; or other similar areas restricted to University faculty, staff or students.
- K.** “Person-in-charge” means an employee of the University or appropriate designated person authorized by the University to direct or administer any activity of the University.
- L.** “Public areas” means University facilities that are generally open to the public, as indicated by their physical nature, function, custom or usage.
- M.** “Services” means activities performed by the University for or by students, staff, faculty, administration or the public in connection with instruction, research and service. It includes, but is not limited to, services such as audio-visual services, computing, copying telephone, addressing, food

service, services for residence halls or University apartments, scheduling and janitorial services, or similar activities.

N. “University” means the University of Wyoming.

### **III. INTERNAL USERS**

- A. The following process and rules apply to use of University facilities by internal users:
1. University facilities and space assigned or reassigned to deans of individual colleges or to administrative officers of other individual units shall be used exclusively for University instructional, research and service functions, or for purposes authorized in this Regulation. University facilities and space shall not be used by an internal user for personal or private purposes unrelated to University purposes, except as authorized by UW Regulation.
  2. An internal user may schedule the use of University buildings or grounds for University related events or activities in accordance with UW Regulation 2-181.
  3. An internal user using University facilities as a private citizen or in any manner other than an internal user, as defined in this Regulation, may schedule the use of University buildings or grounds as an external user, subject to the provisions of this Regulation.

### **IV. EXTERNAL USERS**

- A. The following process and rules apply to use of University facilities by external users:
1. An external user shall schedule the use of University buildings or grounds in accordance with UW Regulation 2-181.
  2. The University shall not, except by written authorization of the President of the University, or designee, make University facilities available to external users for the following uses or activities:
    - a. Private, personal or commercial interest operated primarily for profit;
    - b. Sales, solicitation, advertising, and promotional activities;
    - c. Political campaigning by, or for, candidates who have filed for public office; and



- C. Public versus non-public areas of the University.** University faculty, administrative and staff personnel, and students are permitted access to public areas of the University and, when engaged in a University-authorized or assigned activity, to non-public areas of the University. Members of the general public who are not University employees or students are permitted access to the public areas of the University, provided such access is consistent this Regulation. Members of the general public who are not University employees or students are prohibited from use of non-public areas of the University, except upon authorization of the person-in-charge.
- D. Animals.** University employees and students, and members of the general public are prohibited from bringing any animal, including dogs, cats and birds, into University facilities. This prohibition does not include University grounds and University apartments. The following individuals are exempted from this prohibition:
1. Individuals who are legally disabled, and whose disability requires the assistance of an animal; or
  2. Individuals who are engaged in an authorized University instructional, research, public service or athletic activity requiring the presence of animals.
- E. Bicycles, motorcycles, mopeds, scooters, skateboards, and roller skates.** University employees, students, and members of the general public are prohibited from operating, using, or storing any bicycles, motorcycles, mopeds, scooters, skateboards, roller skates or other similar devices in a University building, except when expressly permitted by the Vice President for Administration, or designee.
- F. Right to reassign or substitute facilities.** The University reserves the right to impose such requirements on the use of University facilities as it may deem necessary and reasonable and reserves the right to reassign or substitute facilities as available and in the best interests of the University.
- G. Dangerous weapons.** No dangerous weapon may be stored or carried in or upon University facilities. Any person carrying a dangerous weapon in a University facility is required to relinquish the weapon to the UW Police Department voluntarily or upon request. The weapon will be returned when the person leaves the University facility, unless the UW Police Department determines that the weapon should be retained in an investigation. If a person carrying a dangerous weapon refuses to relinquish the weapon, the person shall be denied access to University facilities. Nothing in this paragraph prevents the carrying of weapons for the following reasons: (1) by authorized Peace Officers as defined and authorized by Wyoming Statutes; (2) by individuals directly transporting weapons to and from the weapons

storage facility ; or (3) pursuant to official University business and University-approved activities, including activities conducted by ROTC cadets under the direct and immediate supervision of ROTC faculty members, activities conducted by registered student organizations with the written permission of the Vice President for Student Affairs; and other University activities with the written permission of the responsible vice president. University students, faculty, and staff may be subject to disciplinary action for violation of this paragraph, up to and including termination. All persons violating this paragraph may also be subject to criminal sanctions in accordance with Wyoming law.

## **VII. SANCTIONS**

Failure of an internal or external user to comply with the provisions of this Regulation may, at the University's discretion, result in a cancellation of authorization to use University facilities, in a loss of scheduling privileges, or in disciplinary sanctions.

## **VIII. ADMINISTRATION**

The Vice President for Administration, or designee, is the University administrative officer responsible for the implementation of this Regulation.

### **Source:**

University Regulation 178, Revision 2; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting