

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 buildings and grounds and equipment 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.

II. TYPES OF USE

- A. Internal vs. External Users.** The types of uses permitted may depend on whether the person seeking to use the space is considered an “internal” user or an “external” user. Categorization of whether one is an “internal” or “external” user under this Regulation is solely determined by the University.
1. “Internal users” include: Academic or administrative departments or units of the University; Student organizations recognized by the University pursuant to UW Regulation 8-234; Faculty and staff of the University, active or retired; Organizations formally affiliated with the University, such as the University of Wyoming Foundation and University of Wyoming Alumni Association.
 2. “External users” include persons, entities or organizations other than those defined as “internal users,” whose activities are consistent with the University’s primary purposes.
- B. Use of Assigned Space for UW Colleges and Departments.** University buildings 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. UW Regulation 2-181 sets forth the process for reallocation or change in assigned spaces.
- C. Use by Internal Users for non-University Purposes.** University buildings and grounds and equipment shall not be used by an internal user for personal or private purposes unrelated to University purposes. Internal users who are using University buildings or grounds or equipment as a private citizen may have use of said buildings, grounds or equipment as an external user but only in accordance with the procedures set forth in this Regulation. Use of University buildings and equipment by internal users for outside consulting is permitted only in accordance with Presidential Directive 2-1996-1 and the applicable policies set forth by Academic Affairs.

- D. Emergencies.** University buildings and grounds may be used during a natural disaster or state or local emergency when authorized by the President or President's designee, as specified in any applicable Memorandums of Understanding or contracts with other entities, or as set forth in Wyoming or Federal law.
- E. Prohibited Uses By External Users.** The University shall not, except by written authorization of the President of the University, or designee, make University buildings and grounds available to external users for the following uses or activities:
1. Any interests operated primarily for profit, such as but not limited to private, personal or commercial interests;
 2. Sales, solicitation, advertising, and promotional activities; external users who seek to publicize activities or advertise events may only use specifically designated University bulletin boards and should contact the applicable departmental offices to seek advanced written approval for any type of posting;
 3. Political campaigning by, or for, candidates who have filed for public office; and
 4. Political campaigning for ballot measures.
- F. Filming and Photography.** Use of University buildings and grounds for filming and photography is permitted in accordance with the UW Filming and Photography Policy as posted on the University of Wyoming Division of Administration website.

III. SCHEDULING

- A.** The following process and rules apply to use of University buildings and grounds, as applicable, by internal users:
1. Use of University buildings and grounds, as applicable, must be scheduled in accordance with all applicable University Regulations and policies, including but not limited to the process and procedures set forth in the Central Scheduling Policy posted on the University Central Scheduling website.
 2. Normal operating hours of administrative and academic department offices are 8:00 a.m. to 5:00 p.m., Monday through Friday. Summer operating hours of administrative and academic department offices are 7:30 a.m. to 4:30 p.m., Monday through Friday. Individual departments and units may also set their individual normal operating hours outside of those listed above as defined by that department or unit.

IV. FEES

- A. Users may be assessed fees, charges and/or deposits for use of University buildings and/or grounds, as set forth in the University Fee Book or applicable Presidential Directives.
- B. Any request for a reduction or waiver of any portion, or all, of a fee, charge or deposit shall be submitted to the Vice President for Administration, who shall make the final determination.

V. ALTERATIONS OR IMPROVEMENTS

Internal and external users are expressly prohibited from making any alterations or improvements or performing maintenance to University buildings or grounds. All construction, alterations, improvements or maintenance to University buildings or grounds shall be performed exclusively by, or through, the University Physical Plant or the Facilities Planning Office. All alterations or improvements or maintenance shall be requested through Physical Plant in the process set forth on the Physical Plant website. University departments, employees or offices authorizing or permitting any alterations or improvements to University facilities in violation of this directive shall be responsible for all subsequent costs resulting from such unauthorized alterations or improvements.

VI. CONDITIONS OF USE

All persons or groups, whether internal or external, using University buildings, grounds or equipment shall follow all University Regulations and applicable city, county, state or federal ordinances and statutes. In addition, the following conditions apply to all use of University buildings and grounds and equipment:

- A. **Access to 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 faculty or administrative or staff personnel or students are prohibited from use of non-public areas of the University, except upon authorization of the person-in-charge.
- B. **Animals.** University employees, students, and members of the general public are prohibited from bringing any animal, including but not limited to, dogs, cats and birds, into University buildings. However, animals are permitted in University buildings as follows:
 - 1. Individuals who are legally disabled, and whose disability requires the use of a service animal; or

2. Individuals who are legally disabled who have been approved pursuant to the University process allowing an emotional support animal to be present only in University-owned housing; or
 3. Individuals who are engaged in an authorized University instructional, research, public service or athletic activity requiring the presence of animals.
 4. Individuals who reside in University housing facilities that have been specifically designated by the University as pet friendly. The Vice President for Students Affairs, or designee, is responsible for establishing and administering policies and procedures governing the Pet Friendly Housing Policy.
- C. 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. Use of bicycles and non-motorized vehicles is subject to the parameters set forth in UW Regulation 2-179.
- D. 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.
- E. Equipment and Services.** Internal and external users authorized to use University buildings are required, except as otherwise authorized by the Vice

President for Administration or designee, to utilize University services and equipment when using University buildings. The University may impose reasonable restrictions on the use of such services and equipment when such restrictions are necessary to avoid interruption of the University's primary functions.

- F. Right to reassign or substitute Buildings or Grounds.** The University reserves the right to impose such requirements on the use of University buildings and grounds as it may deem necessary and reasonable and reserves the right to reassign or substitute buildings or grounds as available and in the best interests of the University.
- G. Sound amplification.** Sound amplification is permitted at all times in University buildings and on University grounds during the hours of 11:45 a.m. to 1:00 p.m. and 5:00 p.m. to 6:00 p.m., provided that the written authorization for the event, indoors or outdoors, includes approval for an internal or external user to use sound amplification. The University may grant exceptions to this directive through the Vice President for Administration or designee.

VII. SANCTIONS

Failure of an internal or external user to comply with the provisions of this Regulation may, at the University's sole discretion, result in a cancellation of authorization to use University buildings, grounds or equipment, in a loss of scheduling privileges, or in disciplinary sanctions pursuant to UW Regulations and policies.

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 7/17/2008 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 6/15/2016 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting

UW REGULATION 2-178 APPENDIX

DEFINITIONS

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

- A. **“Alterations”** means physical modification of buildings or grounds that include, but are not limited to altering the use or function of a space or altering electrical, plumbing or heating, ventilation or air conditioning systems within a space or modifications to and/or additions of walls.
- B. **“Building”** means buildings or structures or portions thereof, owned or leased by the Trustees of the University.
- C. **“Dangerous weapon”** includes any firearm, 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, including but not limited to a star, sword, nun chuck, and club.
- D. **“Equipment”** means all personal 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. **“Grounds”** means all real property, other than buildings, owned or controlled by the Trustees of the University.
- G. **“Improvements”** means cosmetic changes to buildings, including, but not limited to, drilling or nailing into any surface, painting, paneling, and installing carpeting.
- H. **“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; or
 - 4. Organizations formally affiliated with the University, such as the University of Wyoming Foundation and the University of Wyoming Alumni Association.

- I. **“Maintenance”** means efforts to keep buildings, grounds, equipment, and systems functional.
- J. **“Non-public areas”** means University facilities not generally open to the public, including but not limited to: classrooms; laboratories; research areas; gymnasia; 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; mechanical, information technology or electrical rooms; areas containing hazardous waste or energy; 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, including but not limited to a Department Head, Dean, Director, or Vice President.
- 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.