

## **Presidential Directive 2-1992-1**

### **Use of University Building, Grounds and Services by Students and Student Organizations**

1. General Information. UW Regulations establish standards and procedures for the general use of University buildings, grounds, and services. Within these standards and procedures, University students and University recognized student organizations may be afforded exceptions to them, provided the services of such external users are within the following provisions.
  - a. The activity must be limited specifically to the needs and desires of the bona fide membership of a University recognized student organization; or
  - b. The activity must be of legitimate educational benefit or personal service designed specifically for students and will be provided and managed in accordance with the provisions provided below herein.
  
2. University Recognized Student Organizations. As provided in UW Regulations, University "...recognized student organizations may use University facilities to sell material clearly related to the purposes of the organization, and may collect dues, initiation fees, donations, and admission charges and may solicit funds in announcements, posters and handbills" so long as such activities comply with the following provisions.
  - a. All activities involving the collection of money by student groups are defined as revenue-producing projects, except corporate supported projects which involve activities regulated under Section 3. Revenue-producing projects include the selling of printed materials, political materials, student-produced goods, student-provided services, the selling of tickets and/or charging admission to public activities or events, the soliciting of voluntary contributions, and the selling of other goods and services which do not divert revenues from existing University operations.
  - b. All revenue-producing projects must be registered and approved with the campus activities office at least 15 working days in advance of the project except:
    1. Revenue producing projects in which only members of the sponsoring registered student organization or campus living unit organization are solicited.
  - c. Revenue-producing projects conducted on campus may not interfere with the use of streets, sidewalks, or any organized academic activity, program, or function.
  - d. The date, location, and brief description of the revenue-producing project must accompany the registration which must be signed by the sponsoring organization's presiding officer and campus advisor.

- e. The sponsoring organization assumes all responsibility for conducting a revenue-producing project in compliance with the ordinances, written policies, and regulations of the University of Wyoming and all city, county, state and federal law.
  - f. Priority for requests will be given to projects that are (a) educational in nature, (b) for philanthropic purposes, or (c) for the benefit of a large segment of the University population. Fund raising requests will not be granted for the personal benefit of an individual except upon prior written approval by the Vice President for Administration or his/her designee.
  - g. The following activities are prohibited:
    - 1. Door-to-door residence hall contact.
    - 2. Use of campus mail service for revenue-producing projects.
    - 3. Fund raising conducted outside of the areas designated by the Vice President for Administration or his/her designee.
    - 4. Coercive acts that intimidate those persons from whom support is sought.
    - 5. Location of publicity material not in compliance with the University's posting policy.
  - h. Funds derived from projects of student organizations must benefit the organization or its programs.
  - i. Philanthropic events will be treated as revenue producing projects and where appropriate as corporate supported projects.
  - j. All activities sponsored by recognized student organizations pursuant to the provisions herein above shall be subject to the conditions of reference (d); and shall be regulated by the Director of the Wyoming Union or designee.
3. Use of University facilities and services for general sales, solicitations, advertising or promotional activities for general student benefit. Commercial-for-profit solicitation, sales or advertising is generally prohibited on the campus. However, University facilities and services may be used by external users for commercial promotional activities when such use supports a legitimate educational or personal service for students and when such use is in accordance with the following provisions.

- a. Corporate support shall mean: the involvement of a for-profit or not-for-profit organization or corporation in the production of an event or project being sponsored by a recognized student organization. This involvement includes monetary subsidy, underwriting of projects or events, supplying products or services, and any other activity the Vice President for Administration deems as corporate support.
- b. Any support agreement must be intended for student benefit.
- c. The sponsor of a project or event must be a University recognized student organization.
  - 1. All materials associated with a project or event must be worded or laid out in a manner that clearly states to the public that the project or event is sponsored by a recognized University student organization, and secondarily, supported by a commercial agency. The University shall be given larger, more predominant print on publications, jerseys, etc.
  - 2. All University licensing requirements must be followed.
- d. Proposal requests must be completed and submitted to the Director of the Wyoming Union or their designee at least six (6) weeks prior to the project or event. Approval of the project or event will be determined jointly between the Director of the Wyoming Union and the Vice President for Institutional Advancement or his/her designees.
- e. Involvement of corporate support should be for enhancing the project or event, not creating a project or event to enhance the corporation's presence on campus. The Vice President for Finance or his/her designee will have final authority in decisions regarding the existence of the project or event.
- f. Separate approval must be secured for each project or event.
- g. A written plan must be submitted by the supporting business outlining the type of support that will be delivered to the University sponsor. This plan must be submitted to the Director of the Wyoming Union or their designee at least four (4) weeks prior to the project or event.
- h. Campus posting policies must be followed when publicizing the event.
- i. The supporting business and University sponsor must adhere to all ordinances, written policies, and regulations of the University of Wyoming and all city, county, state and federal laws.

- j. The monetary subsidy or other forms of involvement from a supporting business should not exceed the entire cost of the project or event.
  - k. The campus activities office shall be responsible for contacting the Development Office and the Vice President for Administration on all matters of policy regarding corporate support.
  - l. Upon completion of a project or event with corporate support, the sponsoring organization must file a final report with the Director of the Wyoming Union summarizing the amount and type of corporate assistance utilized during the project or event. A copy of the final report will be forwarded to the University Development Office.
4. Political Activities by Students and University Recognized Student Organizations. Pursuant to UW Regulations, students and their recognized student organizations as "internal users" may make University facilities and services available to political candidates for public office so long as such use complies with the following provisions.
- a. University facilities and services may not be used to raise funds for a political candidate or a candidate's campaign; and
  - b. It must be made clear to the academic and larger community that the sponsorship for a political speaker is for the educational or service benefit of students and does not constitute endorsement or approval by the University of the views expressed by the speaker, and
  - c. The utilization of University facilities and services for such purposes shall be otherwise, in accordance with UW Regulations.

Approved April 1, 1992