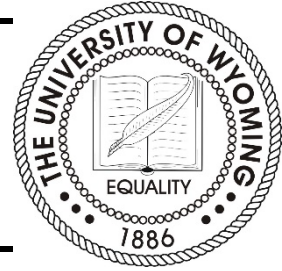

UNIVERSITY OF WYOMING REGULATIONS

Subject: Use of University Buildings, Grounds, Facilities and Equipment

Number: UW Regulation 6-4



I. PURPOSE

The University of Wyoming permits the use of University Facilities, Buildings and Grounds and Equipment by Internal and External users, as defined within this policy, if such use is consistent with the University's Business Purpose, i.e. instruction, research, and public service.

II. DEFINITIONS

Alterations: 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.

Building: Enclosed structure or portions thereof, owned or leased by the Trustees of the University.

Business Purpose: A written description of an allowable expense that explains who or what the transaction benefits, what the transaction is for, when the goods or services will be needed, where the goods or services will be used or consumed, and why the goods or services are needed.

Dangerous weapon: 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.

Equipment: All personal property, whether fixed or movable, owned, leased, or controlled by the Trustees of the University.

External users: Persons, entities or organizations other than those defined as "internal users," whose activities are consistent with the University's Business Purpose.

Facility: A physical space that is provided for a specific purpose to support the University's operations, activities, or services. A facility may include vehicles, a building,

land, or a combination of both. Facilities may include, but are not limited to, auditoriums, stadiums, arenas, sports fields, and amphitheaters.

Grounds: All real property, other than Buildings, owned or controlled by the Trustees of the University.

Improvements: Cosmetic changes to Facilities and Buildings, including, but not limited to, drilling or nailing into any surface, painting, paneling, and installing carpeting.

Internal users:

- A. Academic or administrative departments or units of the University;
- B. Student organizations recognized by the University pursuant to UW Regulation 11-4;
- C. Faculty and staff of the University, active or retired; or
- D. Organizations formally affiliated with the University, such as the University of Wyoming Foundation and the University of Wyoming Alumni Association.

Maintenance: Efforts to keep Facilities, Buildings, Grounds, Equipment, and systems functional.

Non-public areas: 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; mechanical, information technology or electrical rooms; areas containing hazardous waste or energy; or other similar areas restricted to University faculty, staff or students.

Person-in-charge: 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.

Public areas: University Facilities that are generally open to the public, as indicated by their physical nature, function, custom or usage.

Services: 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.

III. TYPES OF USE

- A. **Use of Assigned Space for University Colleges and Departments.** University Facilities and 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 6-7 sets forth the process for reallocation or change in assigned spaces.
- B. **Use by Internal Users for non-University Purposes.** University Facilities, Buildings, 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 Facilities, Buildings, Grounds, or Equipment as a private citizen may have use of said Facilities, Buildings, Grounds, or Equipment as an External User but only in accordance with the procedures set forth in this Regulation. Use of University Facilities, Buildings, and Equipment by Internal Users for outside consulting is permitted only in accordance with UW Regulation 6-7 and the University's Standard Administrative Policy and Procedure *Conflicts of Interest and Commitment Policy*.
- C. **Emergencies.** University Facilities, 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.
- D. **Signs, Posters, Banners and Fliers.** The time, place, and manner of free expression activities may be regulated to prevent unreasonable interference or conflict with the educational, research, housing, or other legitimate functions of the University, including the normal use by others of public areas. Similarly, the University must preserve the visual integrity of campus by providing a framework for planning and displaying temporary posters, signs and banners to ensure their usefulness and effectiveness, while minimizing visual clutter, litter, potential damage to property, disruption of campus operations, and unnecessary costs.

External Users who seek to publicize activities or advertise events as described in this section may only use specifically designated University spaces or locations and must seek advanced written approval by the Vice President for Operations in consultation with the applicable departmental office. Solicitation or the posting of handbills without University approval is strictly prohibited.

Internal Users who seek to publicize activities or advertise events as described in this section may use spaces or locations as designated by their college, school, or division.

E. Prohibited Uses By External Users. The University shall not, except by written authorization of the President of the University, or designee, make University Facilities, 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. Political campaigning by, or for, candidates who have filed for public office. Persons who have publicly announced their candidacy, even if they have not filed, are considered candidates; and
3. Political campaigning for ballot measures.

F. Filming and Photography. Use of University Facilities, Buildings and Grounds for filming and photography is permitted in accordance with the UW Filming and Photography Policy.

G. Demonstrations. Use of University Grounds for demonstrations and protests is permitted. Unless otherwise stated in this UW Regulation, Internal and External Users are not required to reserve publicly accessible University Grounds to engage in spontaneous, legal demonstrations or protests. However, if a user wants exclusive use of the space, reservations must be made in accordance with the [Central Scheduling Policy](#).

1. **Civil Disturbance.** Demonstrations shall not substantially disrupt, impair, or interfere with the following:
 - a. The teaching, study, research, or administration of the University;
 - b. The authorized use of University Facilities, Buildings or Grounds by others, including already approved reservations or meetings of University students, faculty, staff, administrators, or guests;
 - c. The rights and privileges of other Internal or External Users, including shouting down other speakers;
 - d. The flow of vehicular traffic, pedestrian traffic at the entrances and exits of buildings or the movement of persons in general; or

- e. Fire protection, law enforcement, or emergency or medical services.
- 2. **Signs and Lights.** Handheld signs are permissible but must not be left unattended or they will be considered abandoned property. Light projections, lawn and specialty signs, plaques, banners, and lettering may not be displayed on any University Buildings or structures, nor left or placed on University Grounds without the advance written approval of the Vice President for Operations.
- 3. **Unprotected Speech.** While the First Amendment to the U.S. Constitution protects the right to express one's views, it also allows the University to place reasonable time, place, and manner restrictions on that expression. Speech that is not protected by the First Amendment, including incitement, true threats, fighting words, obscenity, defamation, fraud, perjury, and speech integral to criminal conduct, is prohibited. All individuals are free to express their views and opinions, regardless of how unpopular those views and opinions may be, while in or on University Buildings and Grounds, as allowable by law.

IV. SCHEDULING

- A. The following process and rules apply to use of University Facilities, Buildings and Grounds, as applicable, by Internal Users:
 - 1. Use of University Facilities, 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. More specific rules or processes for scheduling may apply to designated University Facilities.
 - 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.

V. FEES

- A. Users may be assessed fees, charges and/or deposits for use of University Facilities, Buildings and/or Grounds, as set forth in the University Fee Book or applicable Standard Administrative Policies and Procedures (SAPs).

- 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 Operations, who shall make the final determination.

VI. ALTERATIONS OR IMPROVEMENTS

Internal and External Users are expressly prohibited from making any alterations or improvements or performing maintenance to University Facilities, Buildings or Grounds. All construction, alterations, improvements or maintenance to University Facilities, Buildings or Grounds shall be performed exclusively by, or through, UW Operations. All alterations or improvements or maintenance shall be requested through UW Operations. University departments, employees or offices authorizing or permitting any alterations or improvements to University Facilities, Buildings, or Grounds in violation of this directive shall be responsible for all subsequent costs resulting from such unauthorized alterations or improvements.

VII. CONDITIONS OF USE

All persons or groups, whether internal or external, using University Facilities, 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 Facilities, Buildings, 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 with 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 or Facilities. However, animals are permitted in University Buildings as follows:
 - 1. Individuals with disabilities who are accompanied by a service animal as defined by the Americans with Disabilities Act;
 - 2. Individuals with disabilities who have been approved by the University to have an emotional support or assistance animal while they are in their University-owned or leased housing facility as provided by the Fair Housing Act;

3. Individuals who are engaged in an authorized University instructional, research, public service or athletic activity requiring the presence of animals; or
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.

The University reserves the right to remove or require the removal of any animal that poses a direct threat to the health or safety of others, is not housebroken, is in violation of any University policy, or otherwise disrupts the use of campus Grounds, Buildings, or Facilities.

- 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 University Facilities or Buildings, except when expressly permitted by the Vice President for Operations or designee. Use of bicycles and non-motorized vehicles is subject to the parameters set forth in UW Regulation 6-5.
- D. **Dangerous weapons.** No Dangerous Weapon may be stored or carried in or upon University Facilities and Buildings. Any person carrying a dangerous weapon in a University Facility or Building 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 or Buildings. Nothing in this paragraph prevents the carrying or storing 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; (3) by individuals carrying a concealed firearm pursuant to Wyo. Stat. §6-8-105; (4) by individuals in a University apartment; or (5) by individuals engaged in official University business or University-approved activities with the written permission of the responsible vice president and the UW Chief of Police.

If a concealed firearm is not being carried and concealed on a person, the firearm must be stored in a concealed biometric firearm storage container or a lock box within the individual's direct control at all times. Firearm storage container or lock box is defined as a locked, hard-sided safe, gun case, or similar secure device designed specifically for storing firearms when not in use. For the purpose of this Regulation, direct control of a firearm storage container or a lock box refers to the

authority and ability to access it, even if it is not in the individual's immediate physical possession at all times. This means the individual must retain control over the key, combination, or other access mechanisms to ensure that only authorized individuals can open or use the lock box. Additionally, the firearm storage container or a lock box must be securely placed and protected to prevent unauthorized access, theft, or misuse, allowing the individual to maintain control and oversight.

University students, faculty, and staff may be subject to disciplinary action for violation of this section, up to and including termination. All persons violating this section may also be subject to criminal sanctions in accordance with Wyoming law.

- E. Equipment and Services.** Internal and External Users authorized to use University Facilities or Buildings are required, except as otherwise authorized by the Vice President for Operations or designee, to utilize University services and Equipment when using University Facilities or 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 functions.
- F. Right to reassign or substitute Buildings or Grounds.** The University reserves the right to impose such requirements on the use of University Facilities, 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 Facilities 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 Operations or designee.
- H. Structures.** No individual or group, whether an Internal or External User, may erect, place, or occupy any tent, temporary housing structure, or other temporary structure on University Facilities or Grounds without the prior written approval of the Vice President for Operations. Excluded from this restriction are temporary structures or signs placed at the ASUW Student Memorial Plaza on the east end of Prexy's Pasture to honor deceased students and temporary housing structures in authorized Athletic Department tailgate areas with applicable parking credentials.

VIII. 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 Facilities, Buildings, Grounds or Equipment, in a loss of scheduling privileges, or in disciplinary sanctions pursuant to UW Regulations and policies.

Responsible Division/Unit: Division of Operations, Division of Governmental Relations
Community Affairs

Source: Repeal Gun Free Zones and Preemption Amendments, HB 0172, House Enrolled Act No. 24 (2025)

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: Appendix to UW Regulation 6-4 (Definitions); Service and Assistance Animals for Individuals with Disabilities at the University of Wyoming

History:

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

Reformatted 7/1/2018: previously UW Regulation 2-178, now UW Regulation 6-4

Revisions adopted 6/16/2021 Board of Trustees meeting

Revisions adopted 3/27/2025 Board of Trustees meeting; effective 7/1/2025

Revisions adopted 6/17/2026 Board of Trustees meeting