

## **MORGAN STATE UNIVERSITY PROCEDURES FOR THE USE OF PHYSICAL FACILITIES**

**University facilities are available primarily for programs offered by and intended for the campus community. Except as otherwise provided in Section II of this policy, all programs must be sponsored by either a University department or currently registered student organization. A request for a reservation must be made by an authorized representative of the group planning to use the reserved space. Users of University facilities assume complete responsibility for all activities associated with the event; however use of the space is limited to the declared purpose of the reservation and must be in compliance with all pertinent University policies and procedures and local, state, and federal laws and regulations including those regarding the maintenance of the facilities and related public safety and security concerns.**

- I. Use of Campus Facilities by University Departments and Registered Student Organizations:
  - A. Classroom Space.
  - B. In support of the academic programs of the University, the Dean of each School schedules regularly offered classes in the classrooms on campus as a first priority for the use of these facilities.
  - C. A University department may reserve additional classroom space on a space available basis for use in support of its programs other than regularly scheduled classes. Arrangements for use of classrooms for these purposes are made through the Dean of the respective School.
  - D. A registered student organization may reserve classroom space not booked for classes for use in support of its programs. Arrangements for use of classrooms by registered student organizations are made through the University Events Office (302 McKeldin Center) in accordance with internal event planning procedures.
  - E. Outdoor Space.
  - F. University departments and registered student organizations may reserve designated outdoor space for use in support of their programs. Arrangements for the use of outdoor space are made through the University Events Office in accordance with internal event planning procedures and University protocols.

G. Other Reservable Space.

H. Designated space other than classroom space or outdoor space, including departmental space, such as deans' conference rooms, departmental conference rooms, and libraries, is managed by the departments to which the space is allocated according to internal departmental procedures.

I. Designated space within the following facilities may be reserved through the University Events Office in accordance with the facility's internal procedures.

J. McKeldin Center  
Murphy Fine Arts Center  
Intercollegiate Athletics Facilities  
Dining Halls

K. Residence halls are considered private spaces for the express use of students residing therein. Except for during the summer when these facilities may be reserved through the University Events Office, the common use space in these facilities is reservable only by residents.

II. Use of Campus Facilities by persons or groups not sponsored by University departments or registered student organizations:

A. Public Use Facilities.

B. Designated space within the following facilities may be reserved for use. Each facility has an approved pricing structure and internal procedures for serving the general public. Reservations are made with the University Events Office.

C. McKeldin Center  
Intercollegiate Athletics Facilities

D. Other Facilities.

E. Persons or groups not sponsored by University departments or registered student organizations wishing to use University facilities other than those listed in Section II.A. may reserve designated space in those facilities through the University Events Office in accordance with internal Conference and Visitor Services guidelines.

F. Outdoor Public Speaking Space.

- G. Unless otherwise sponsored by a department or a registered student organization, persons or groups who wish to engage in public speaking outdoors on campus or to distribute literature may do so in accordance with the following procedures:
1. Public speaking means speech directed to a general audience or non-specific persons. Public speaking does not include speech directly or indirectly connected with official University activities or which occurs as part of the routine interchange between students, faculty and staff.
  2. Persons wishing to engage in public speaking or to distribute literature are required to reserve space by registering in advance with the University Events Office. Reservations are approved on a space-available basis. Priority will be given to University departments, registered student organizations, students, faculty and staff. Reservations may be made up to five (5) working days in advance of the date of anticipated use. Reservations are valid only for the date authorized by the University Events Office on the *License Agreement for the Use of University Facilities*.
  3. Public speaking is limited to the promenade between Soldier's Armory and Talmadge L. Hill Fieldhouse. Public speaking elsewhere on campus is prohibited.
  4. Distribution of literature is limited to the promenade between Soldier's Armory and Talmadge L. Hill Fieldhouse. Persons may set up their own tables for this limited purpose within this designated area and are responsible for disassembly of the tables and general clean-up. Distribution of literature elsewhere on campus is prohibited.
  5. A copy of the *License Agreement for the Use of University Facilities* must be available for inspection upon request by University officials.
  6. Persons wishing to speak publicly or to distribute literature are prohibited from engaging in the following activities:
    - the sale or promotion of commercial goods or services;
    - the use of amplified sound;
    - the blocking of pedestrian or vehicular traffic;
    - conduct which the University reasonably deems to cause disruption to campus activities.

7. Failure to adhere to the above described University procedures will result in revocation of an approved reservation and/or other appropriate administrative action.