Outdoor Campus Space, Temporary Use of

Policy Statement:
Temporary use of campus outdoor space is coordinated by the Director of the Erb Memorial Union under authority delegated by the Planning Committee. All activities to be held in outdoor campus locations are subject to prior scheduling through the Officer of Erb Memorial Union.

1. Obtain an application form to schedule outdoor space from the Scheduling Officer, Room M1O1, Erb Memorial Union. (See facsimile on reverse side.)

2. File application at least five working days before the date when the space is to be used and prior to any release of publicity describing event/program location.

3. Requests will be granted based on availability of space and application of reasonable time, place and manner standards. First priority, in case of duplicative location requests, shall be accorded to academic programs.

Reason for Policy:
To describe procedures for obtaining permission for temporary use of outdoor space on the University campus.

Application for Use of Out-of-Door Space
DIRECTIONS

1. If you want to use certain out-of-door space temporarily for programs, advertising, or any activity that affects the appearance or use of the campus, you must first obtain permission from the Open Space Subcommittee of the Campus Planning Committee.

2. At least five days before the event, fill out this form and take it or send it to:
   Scheduling Officer
   M1O1, Erb Memorial Union

3. The request will be considered, and you will be notified of the action taken by phone or by mail.

Name of organization
Date(s) of event Location requested
Time(s) of event
Is your event intended to attract people to the location? 
How Many?
Have you had this event or project in the past?
If so, explain:
Does your request involve any sign, structure, or object larger than five feet in any dimension?
Briefly describe your request. Give complete details, and attach any brochures, printed material, or other items that you think would help the Committee to evaluate your request.
(Please print)
Name, Title
Signature, Date
Mailing Address, Phone
Exclusions and Special Situations:
1. Block of property on which Erb Memorial Union stands. Erb Memorial Union Board grants use applications.
2. Intercollegiate athletic events. Athletic Department Events Management office schedules use of stadium, track, Howe Field, and the field at 18th and Agate.
3. Free Speech plaza located northwest of the Erb Memorial Union breezeway which may be used at any time by any group or individual for the purpose of free speech unless previously scheduled for another activity.
(See also OAR 580-22-045 Proscribed Conduct)

Reviewed and Approved By:
President's Staff
Date:
10/04/1985

Issued by:
Vice-President for Administration
Date: 10/04/1985

Revision History:
02/08/2010 Policy number revised from 4.000 to 04.00.08
11/4/2010 Repealed – New policy, Facilities Scheduling, replaces need for this one.  See emails listed below

From: Kathie Stanley
Sent: Wednesday, November 03, 2010 3:32 PM
To: Kathy Warden
Subject: FW: facilities policy questions
Thanks for looking into this.

From: Randy Geller
Sent: Wednesday, November 03, 2010 2:41 PM
To: Kathie Stanley
Cc: Deb Donning
Subject: RE: facilities policy questions
Kathie,
Below I provide some thoughts in CAPS. Let me know if you have any questions.
Randy Geller
General Counsel
University of Oregon

From: Kathie Stanley
Sent: Wednesday, November 03, 2010 9:44 AM
To: Randy Geller
Cc: Deb Donning
Subject: FW: facilities policy questions
I found another related policy that needs review as well. Employee Organizations, Registration of 01.00.07. Is this covered by the university entity designation?
THIS WILL NEED TO BE REPEALED.

From: Kathie Stanley
Sent: Monday, November 01, 2010 2:02 PM
To: Randy Geller
Cc: Deb Donning
Subject: FW: facilities policy questions
Just putting this back on your radar. Jessi and I are working on a report of issues related to the new policy and hope to have that report to her by Monday the 8th.

Thanks

From: Kathie Stanley
Sent: Monday, October 18, 2010 4:09 PM
To: Randy Geller
Subject: facilities policy questions

Hi Randy,
Sorry we haven’t connected.
My questions:

1. How are the “Facilities Use by Non-University Organizations” (04.00.07) and “Temporary Use of Outdoor Campus Space” (04.00.08) policies affected by the newly revised Facilities Scheduling policy (04.00.05)? I can’t recall if there is any impact and they still appear in the Policy Library.

THESE TWO POLICIES WILL BE REPEALED.

2. Regarding the newly revised Facilities Scheduling policy (04.00.05), the definitions section states:

   University Entity: refers to groups, not individuals, and includes colleges, schools, departments, and other university organizational units; and recognized student groups. Individuals, including UO faculty, administrators, staff and students, are considered a university entity only through direct affiliation and authorization of a UO group.

Do we still need to define a new process by which we recognize student groups, or do all student groups, for inclusion as a university entity, need to become recognized by the ASUO, though it’s existing Program Recognition Review Committee. The ASUO Program Rules currently state:

   The ASUO Executive shall use the Program Recognition Review Committee to review and recognize new student groups. The ASUO Executive shall implement the PRRC as outlined in the PRRC Program Bylaws below:
   Statement of Program Purpose, Goals Purpose:
   The name of the program is ASUO Program Recognition Review Committee (hereinafter PRRC). The PRRC derives its power from OAR 571-011-0015. The ASUO Executive has the authority to recognize and review ASUO groups, and this authority is delegated to the PRRC.

I DON’T SEE A NEED TO DEVISE A NEW PROCESS BY WHICH WE RECOGNIZE STUDENT GROUPS. THAT WILL CONTINUE TO BE THE PROVINCE OF THE ASUO THROUGH THE OAR YOU HAVE CITED.

Please advise,
Kathie
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