Using and Leasing University Outdoor Space: Duluth

Responsible University Officer:
- Vice Chancellor for Finance and Operations

Policy Owner:
- Vice Chancellor for Finance and Operations
- Vice Chancellor for Student Life

Policy Contact:
- Chris Stevens

POLICY STATEMENT
The University intends its property to be used in the pursuit of its mission and for the benefit of the University community. The University also recognizes the importance of fostering diversity, serving the greater community, and acting as a marketplace for ideas. This policy serves those goals while promoting the safety of all persons on campus and preserving the physical integrity of University property. The University welcomes the use of its outdoor space consistent with this policy.

Permit Required
A permit is required to use University outdoor space for:
- An event involving 50 or more participants;
- The use of displays, structures, tents, contact tables, fires or grills, sound amplification, or food service;
- An event likely to require police, traffic management, or other personnel to appropriately manage the event;
- An event requiring University service such as rentals, sanitation, additional trash bins, etc.;
- Overnight outdoor stays, including camping

Assembly without a Permit
Rallies, demonstrations, or other gatherings in the areas immediately adjacent to Darland Administration Building, Solon Campus Center, Ordean Court, and Kirby Student Center (see attached map link) will not require a permit, provided that, in the view of the University, the rally, demonstration, or gathering:
- Does not involve the use of displays, structures, tents, contact tables, fires or grills, or food service;
- Does not impede the foot traffic of others and is a minimum of 25 feet from building entrances;
- Does not interfere with other reserved uses of the space or other authorized events or regular activities or functions on campus (including classes); and
- Does not necessitate police, traffic management, or other personnel;

Rallies, demonstrations, or other gatherings under this provision must:
- Refrain from damaging University property;
- Avoid posing a risk to health and safety; and
• Comply with noise or sound amplification policies;

**Permit Process**
Permits must be obtained from the appropriate University department prior to the event. University departments, registered student groups, and outside organizations must complete a Use License Agreement for authorized use of outdoor space and that process begins with FM Events (an exception is described below).

Kirby Student Center schedules the use of the Kirby Terrace and coordinates reservation requests for Griggs Beach (area between Griggs Residence Hall and Vermillion/Burntside Halls). Organizations or persons seeking use of these spaces must contact Kirby Student Center directly. If applicable, Kirby will assist the requesting organization or person in obtaining a permit.

**General Rules**
- The University may, from time to time, at its discretion, preserve University outdoor space exclusively for students.
- The University may give preference to persons or groups who have reserved University outdoor space less often in a given academic year.
- Events may occur only between the hours of 8:00 a.m. and 10:00 p.m.
- Overnight stays, including camping are permitted on campus only by registered student groups, in accordance with applicable rules and in spaces where that activity is permitted.
- Permit holders must comply with rules governing use of outdoor space defined in the use license agreement.

**Exclusions**
This policy applies only to the Duluth campus.

**REASON FOR POLICY**
To ensure the use of University property supports the University’s mission, avoids inappropriate use, clarifies relationships and liability, and protects the physical integrity of the property.

**PROCEDURES**
FM Events
Procedures available at:  
Kirby Student Center:  

**FORMS/INSTRUCTIONS**
To begin the process and secure forms (permit requests), please visit with the appropriate office (FM Events or Kirby Student Center).
CONTACTS

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Primary Contact</strong></td>
<td>Chris Stevens</td>
<td>218-726-7387</td>
<td><a href="mailto:cstevens@d.umn.edu">cstevens@d.umn.edu</a></td>
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<td></td>
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<td>218-726-7469</td>
<td><a href="mailto:fmevents@d.umn.edu">fmevents@d.umn.edu</a></td>
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<td>218-726-8865</td>
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<tr>
<td>Kirby Student Center</td>
<td>Lesa Radtke</td>
<td>218-726-7166</td>
<td><a href="mailto:lrradtke@d.umn.edu">lrradtke@d.umn.edu</a></td>
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<td><a href="mailto:reservekirby@d.umn.edu">reservekirby@d.umn.edu</a></td>
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DEFINITIONS

**Outdoor Space**
Open air parts of the Duluth campus.

**University Department**
Any official University department or group sponsored by a University department covered by the University’s liability insurance.

**Registered Student Group**
Any student group registered with Student Unions and Activities.

**Outside Organization**
Any person or group not defined as a University Department or a Registered Student Group. Open air parts of the Duluth campus.

RESPONSIBILITIES

**FM Events**
FM Events reviews all leases and permits for use of outdoor space except for the Kirby Terrace and Griggs Beach (see “Permit Process” above), which are coordinated through Kirby Student Center. FM Events also maintains a set of rules for using University property consistent with this policy, maintains a database of all leases and permits, and, where appropriate, collects rents.

**Housing and Residence Life, Kirby Student Center, Recreational Sports, and Intercollegiate Athletics**
Maintains schedules for outdoor space connected with those departments. Assist space requesting organization or person in obtaining a permit. Collects rents, where appropriate.

RELATED INFORMATION