



OLD DOMINION UNIVERSITY

University Policy

Policy #3200

USE AND KEYING OF FACILITIES AND GROUNDS

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: May 10, 2022

A. PURPOSE

The purpose of this policy is to promote the use of the University's facilities and grounds in a manner consistent with the University's mission and to outline the responsibilities in the use of the University's facilities and grounds.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution.

[Code of Virginia Section 23.1-401, as amended](#), entitled "Restrictions on Student Speech; limitations (which was enacted by the 2014 General Assembly and will be added to the *Code of Virginia*, effective July 1, 2014), states, "*Public institutions of higher education shall not impose restrictions on the time, place, and manner of student speech that (i) occurs in the outdoor areas of the institution's campus and (ii) is protected by the First Amendment to the United States Constitution unless the restrictions (a) are reasonable, (b) are justified without reference to the content of the regulated speech, (c) are narrowly tailored to serve a significant governmental interest, and (d) leave open ample alternative channels for communication of the information.*

Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Board of Visitors Policy 1001 – The Mission of the University](#)

C. DEFINITIONS

Facilities - Buildings, structures, and parking lots owned or leased by the University.

Grounds - All property that is owned or leased by the University that is not considered a building, structure, or parking lot.

Non-University Groups – Groups or individuals without an official affiliation to the University seeking to use facilities/grounds for a purpose unrelated to the University's mission.

Space - The area inside a facility or defined area of grounds.

Technology Classrooms – Classrooms managed by Classroom Central that are equipped with computers, laptop connections, data projectors, and sound systems.

University Sponsor - A University group, registered student organization, student, or University employee. It is the sponsor's responsibility to review the content of the event, the qualifications of those conducting the event, the manner of the presentation, and, on behalf of their department, agree that an event is consistent with this policy.

D. SCOPE

This policy applies to all employees, students, volunteers, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

The use of University facilities and grounds, either owned or leased, must be consistent with the mission of the University and the general nature of the facility. The academic work of the University will hold a primary place in the use of facilities, and all uses for other purposes must be arranged so as not to hinder or adversely affect academic activities.

While fee-based use by non-University groups is permitted in limited circumstances, their use must be consistent with the mission of the University and have a University group sponsor. Fee-based commercial use will not be permitted unless the use is clearly consistent with the mission of the University.

All users must abide by applicable laws, regulations, and policies.

The University promotes the lawful exercise of First Amendment freedoms or rights as set out in [University Policy 1700, University Demonstrations Policy](#).

Consideration for approving the use of the space will include whether the requested space is suitable for the use, and any health and safety concerns that require special precautions or arrangements. Several factors will be considered for the proposed use including, but not limited to:

- The purpose of the space;
- The anticipated size, including the number of attendees;
- Noise likely to be generated;
- The impact on University educational activities or other essential University processes;
- The impact on vehicular and pedestrian traffic;
- Adequacy and suitability of accommodations provided in the requested location;
- Compliance with applicable laws and University policies, regulations, and rules;
- Potential risk to the health or safety of participants, observers, or others.

All uses of space must be conducted under the following conditions.

- All activities are conducted so that campus pedestrian, bicycle, and automobile traffic are unimpeded and members of the University community not participating in the event may proceed with their normal activities.
- The activity does not block or otherwise interfere with ingress and egress into, within, and out of University buildings.
- The activity does not obstruct, disrupt, interrupt, or attempt to force the cancellation of any University-sponsored event or activity, or by users authorized to use University space.
- The activity is conducted in an orderly and peaceful manner, and groups and individuals participating in the activity shall not engage in harassing, physically abusive, threatening, or intimidating conduct toward any person.
- The activity does not disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities, and other essential University processes.
- The activity does not interfere with or preclude a scheduled speaker from being heard.
- All activities must be conducted without sound amplification equipment unless permission for amplification is obtained from the Responsible Administrator or their designees.
- Banners, signs, or other materials may only be posted in designated areas.
- The safety of members of the campus community, collectively and individually, must be protected at all times.
- The activity shall not damage University property or its grounds, including building interior and exteriors, lawns, shrubs, or trees.
- Groups and individuals participating in the activity must comply with the directions of University officials when enforcing these provisions.
- Responsible parties/sponsor must have a representative present at the event. All event registrations must include the name and contact information of the sponsor.
- Any University or non-University sponsors of an event involving minors must adhere to the [Minors on Campus Policy](#).
- Groups and individuals, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all spaces following their use, including the proper disposal of trash and recycling and the arrangement of additional services as needed. The groups and/or individuals will be billed for cleanup that they do not adequately complete themselves.

Only University groups can reserve and use outdoor University space for activities during University reading days and final examinations. All other groups or individuals are not allowed to reserve or use outdoor space for activities on these days.

Groups and individuals participating in the activities, whether sponsored or not, are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action. Individuals or groups who invite non-University participants may be held accountable for such participants' compliance with this policy. In addition, since non-University individuals or groups are not subject to the University's disciplinary procedures, their failure to comply with these provisions may result in appropriate action under State or Federal law, including but not limited to trespassing an individual or group.

F. PROCEDURES

1. University Space Committee

The University's Space Committee is chaired by the Provost and Vice President for Academic Affairs and includes the Vice Presidents for Administration and Finance, Student Engagement & Enrollment Services, Research, Human Resources and University Advancement. The University Space Manager will act as the administrative arm of the Committee and will develop internal procedures as directed by the Committee and published in the University's [Space Management Policy Manual](#).

The Space Committee is charged with assessing the space needs of the University and assigning facilities and grounds space based on the following categories: academic, research, administrative, student housing, athletic, recreational sports, or other. The facilities and grounds, once categorized, will be assigned to management as listed below.

a. Academic Space

Academic space is assigned to the Provost and Vice President for Academic Affairs in support of the University's instructional mission. Academic space, other than classrooms, is then reassigned by the Provost and Vice President for Academic Affairs to the Deans of the Colleges, as appropriate.

Technology classrooms are the scheduling responsibility of the University Registrar. The University Registrar will develop procedures to reserve and efficiently manage the University's classrooms and publish the procedures each term. The University Space Manager will ensure compliance with the State Council for Higher Education in Virginia's (SCHEV) Standards for the Utilization of Instructional Classroom and Instructional Laboratory Space.

The procedure for reserving technology classrooms for use other than classes is as follows.

- i. Faculty can submit requests for temporary use of space to their Departmental Scheduling Coordinator, who sends the request to scheduling@odu.edu directly to book rooms.
- ii. Students affiliated with registered student organizations must contact the Office of Student Engagement and Traditions to reserve classroom space.

Rooms other than the technology classrooms are controlled by the Dean of the College in which a space resides.

Additions to or deletions from the University's inventory of instructional classroom and instructional laboratory space will be the responsibility of the University's Space Committee.

b. Research Space

Research space is assigned to the Vice President for Research in support of the University's research mission. The University's research space is then reassigned by the Vice President for Research to the Deans of the Colleges, when appropriate.

c. Administrative Space

Administrative space is assigned to administrative units across the University. Once assigned, administrative space will be managed by the Vice President for the administrative unit to which it is assigned.

d. Student Housing

Student Housing is assigned to the Vice President for Student Engagement & Enrollment Services and reassigned to the Associate Vice President over Housing & Residence Life. Assignment of individual students to housing is governed by the [Terms and Conditions of the Housing and Dining Agreement](#).

Student Housing may also be used to house visitors attending conferences, camps, or other activities. The [Office of Housing & Residence Life](#) manages overnight accommodations and issues policies and procedures for their use.

e. Athletic Space

Athletic space will be under the supervision of the Athletic Director and will include all athletic fields and facilities owned or leased by the University, whether located on or off campus. While the use of these facilities and grounds by student-athletes is the priority, the Athletic Director may permit use by others subject to the provisions of this policy. Requests for these spaces should be directed to the Associate Athletic Director of Operations for information.

f. Recreational Sports Space

Recreational sports space is the space located in the Student Recreation Center (other than classroom space) where students and employees are permitted access to the pool, certain sports activity areas and equipment to promote the physical health of the students and employees. This space shall be under the direct administration of the Vice President for Student Engagement & Enrollment Services and the supervision of the Director of Recreation and Wellness.

g. Other

Other space includes, but is not limited to arts facilities, Webb University Center, Perry Libraries, Student Success Center, Ted Constant Convocation Center, and outdoor space. Policies for the use of these spaces/areas are established by the departments/units to which they are attached.

2. Approval of Use of Facilities and Grounds by Non-University Groups

Authority to approve the use of facilities and grounds by non-University groups rests with the responsible Vice President or designee.

Use of space by a non-University group or individual must be sponsored by a University group, registered student organization, student, or University employee. A representative from the University sponsor is required to be present for the event from start to finish and must provide a mobile phone number in case they need to be contacted during the use.

The sponsor for a non-University group seeking to utilize University academic space must submit a Space Request Form to the Assistant Vice President of Facilities Management & Construction (AVP FMC) who will determine the availability of the space requested and the level of support required (typically housekeeping and utilities) and if there will be a charge for such services.

The AVP FMC will then forward the recommendation to the Vice President for Administration & Finance for final determination. The approval/disapproval will then be communicated to the sponsor. If approved, the Dean(s)/department heads (for College or departmentally controlled rooms) or the Registrar Office (for Classroom Central rooms) will be notified so the space can be reserved.

If approved, the Director of Transportation and Parking Services will be notified to coordinate any parking requirements. The Assistant Vice President for Public Safety and ODU Police Department (ODUPD) will also be notified for their situational awareness. There may be a charge for ODUPD support as well.

Individuals seeking to hold a wedding on campus are to submit the [Outdoor Wedding Form](#) to recwell@odu.edu.

Non-University groups permitted to use University-owned facilities or grounds may be responsible for reimbursing the University for expenses associated with utilities, supplies, cleanup, etc. See Facilities Management & Construction's [Policy on Reimbursement of Costs Associated With the Use of Old Dominion University Facilities and Grounds By Non-ODU Related Organizations](#).

3. Catering – Use of University facilities and grounds shall be subject to the University's exclusivity contract with its caterer.
4. Posting or Display of Information

Resources are provided throughout academic and administrative buildings on property owned or leased by the University for the purpose of posting or displaying information. These resources will be maintained by department heads or their designees located in the areas where they reside. Affixing items to doors, entrances, windows, building exteriors, or interiors (except as noted above), benches, poles, or trees; inserting yard signs in flower beds; or placing flyers on vehicles is prohibited and these items will be removed.

5. Keys
 - a. Residence hall keys are issued to student residents upon check-in and procedures are detailed in the [Housing & Residence Life Forms & Important Documents – Old Dominion University](#). Students are responsible for the cost of the key and rekeying the lock should they lose the key or fail to return the key at the end of the term of the agreement or upon early departure from campus. Fees associated with lost keys are published annually in the [Schedule of Tuition, Fees, and Service Charges](#).
 - b. Non-residential keys may only be issued to University employees and graduate students at the request of their supervisor, in accordance with the [forms and procedures](#) posted on Facilities Management & Construction's website. Key requests must be submitted via the University's key request system – [Building Access: Keys](#) – Old Dominion University. The AVP FMC or designee is responsible for maintaining a record of all keys issued. Keys

shall NOT be transferred to other employees/supervisors; when keys are no longer required, they must be returned to Facilities Management & Construction. Duplication of University keys by anyone other than a University locksmith is prohibited. Employees or their department may be responsible for the cost of the key(s) and rekeying the locks should they lose the key(s) or fail to return the key(s) to Facilities Management & Construction at the end of their employment or transfer to another department. Fees associated with lost keys are published annually in the [Schedule of Tuition, Fees, and Service Charges](#).

Master keys will only be issued upon the additional approval of the Superintendent of the Structural Department, the Senior Director, and the AVP FMC. Locks may be changed in a University facility only upon the express authorization of the AVP FMC.

6. Permitting of Tents, Stages and Amusement Devices

The use of tents, stages and amusement devices is governed by [State law](#), which requires that tents, stages and all “amusement devices” (including inflatables, gravity rides, bounce houses, go-carts, climbing walls, bungee jumping, etc.) are appropriately permitted and inspected. See [Tents, Stages & Amusement Devices](#) – Old Dominion University.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth’s Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Assistant Vice President for Facilities Management & Construction

I. RELATED INFORMATION

[University Policy 1600 – Solicitation Policy](#)
[University Policy 3220 – Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers](#)
[Monarch Catering Services](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Todd K. Johnson May 4, 2022
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks February 22, 2022
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Chad A. Reed May 5, 2022
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ Allen T. Wilson May 9, 2022
University Counsel Date

Presidential Approval:

/s/ Brian O. Hemphill, Ph.D. May 10, 2022
President Date

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May 10, 2022

Scheduled Review Date: May 10, 2027