
- f. Notice: communication provided in writing via email. Notice is deemed received the working day after it is sent by email.
- g. Private Party: includes any individual or group other than the University, its affiliated entities, or their officers, agents, faculty or staff when acting on their behalf.
- h. Working Day: Monday through Friday, except for holidays and other times when the University's administrative offices are closed.

3. Policy

- a. The University facilities and grounds are not open to the public the same way or to the same extent as public streets, sidewalks, parks, or seats of government. Instead, facilities and gr

c. Designation of University Facilities and Grounds and Map

- i. The University has designated facilities and grounds available for use by private parties and the maximum occupancy of the space, as well as facilities and

- i. The University shall permit use of facilities and grounds by private parties as long as each of the following conditions have been satisfied:
 1. The private party has completed and submitted all required requests, forms, and attachments within the required timelines.
 2. The University has received payment of all required deposits.
 3. The proposed use by the private party is generally consistent with the ordinary and expected use of the facilities and grounds and with the kinds of activity sponsored by the University itself and located in the requested place.
 4. The University has designated the place requested for use as available for private parties for the requested purpose consistent with this policy.
 5. The place requested for use has not otherwise been reserved and is available.
 6. There is no conflict with activities taking place in proximate locations, whether these involve University use or other authorized use, including use of related infrastructure.
 7. The requesting private party has not previously violated University policy or made material misrepresentations in their prior applications for private use, has paid all outstanding debts to the University (including debts resulting from prior damage to the University), and has not violated rules of use by private parties, federal, state or local law during previous use of the University's facilities or grounds.
 8. The private party agrees in writing 6 (a)-1.c1.6 (t)6.3 (ir)1560 (r)8.9 (e)J 0 (i)6.3 /67

- f. The scheduling of events at the University, including those outside of working days, shall be done through the applicable controlling area based on the desired facilities and grounds. Individuals with questions regarding the applicable controlling area may contact Central Reservations in the University Student Union for information.
 - i. The Associate Vice President for Facilities & Services, successor, or designee as well as the University Police Department must have access to all scheduling requests to ensure proper protocols regarding building maintenance and safety and security are put into place.
 - ii. All requests for free speech events shall be made to the Senior Director of the Student Union, successor, or designee.
- g. Individuals shall not bring any animal into University facilities and grounds except as follows; provided, however, that any such authorized animal brought into University facilities and grounds is properly licensed, vaccinated and tagged as required by applicable law:
 - i. Service Animals, as defined in 28 C.F.R. § 35.104, while they are assisting individuals with a disability.

- ii. The decision to deny use may never be made for the purpose of suppressing expression merely because public officials oppose the private party's views.
 - iii. When the University denies or withdraws permission for use of facilities and grounds by private parties, it shall provide notice of the denial. Notice must include a written explanation for its decision, citing the applicable policy provisions. Notice will also include information regarding the party's right to appeal the denial.
- i. Appeals
 - i. Private parties whose requests for use of facilities and grounds have been denied may obtain a review of those determinations and appeal pursuant to SDBOR Policy 6.13. The appeal must be presented on the approved form to the Vice President for Student Affairs

4. Procedures

- a. Students, employees, affiliated entities, and private parties wishing to use University facilities and grounds, unless otherwise authorized to use University grounds for spontaneous expression and assembly per SDBOR Policy 6.13.1 and University Policy 6:8, must contact the applicable controlling authority to schedule the event no less than three (3) working days prior to the date on which they wish to use the facilities or grounds. If additional approval is required, as set forth herein, contact should be made with the appropriate individual to obtain the approval prior to scheduling the event.
- b. Individuals must complete a Special Activity Authorization Request Form (SAARF) from the University in order to schedule the event. As provided in the SAARF, individuals wishing to utilize equipment for their University event should inform the reservation authority as soon as possible so proper arrangements can be made. When required, individuals will also complete a facilities use agreement. Individuals shall submit these completed forms and all necessary attachments no less than three (3) working days prior to the date on which they wish to use the facilities or grounds.
- c. Individuals making requests for camps or conferences to be held at the University must ensure all participants sign university-approved liability waivers and permission to record and use documents prior to the start of the camp or conference. Youth camps and youth activities must comply with University Policy 2:29.
- d. If the University denies a request for a meeting or event, it will provide the requestor with a written explanation for the denial, a copy of the appeal process set forth in SDBOR Policy 6.13, and a copy of the approved University form for taking appeals. The appeal will thereafter process as provided in SDBOR Policy 6.13.
- e. Where the University denies a request for meeting or event solely due to a conflict with the academic calendar or with previously scheduled activities, the University shall propose an alternative facility or place if available for the same time, or an alternative

- f. Individuals who wish to bring ~~Service Animal~~, Animal in the Workplace, or Other Animal into University facilities shall follow the protocols set forth in University Policy 3:6, Reasonable Accommodation Involving Animals.
 - i. Requests from students should be sent to the University Coordinator for Disability Services, successor, or designee.
 - ii. Requests from faculty, staff, and others should be sent to the ~~Director~~ Human Resources, successor, or designee.

5. Responsible Administrator

The ~~Associate~~Vice President for Facilities and Services, ~~successor~~ designee, is responsible for annual and ad hoc review of this policy and its procedure. ~~The~~ University President is responsible for approval of this policy.

SOURCE: Approved by President on 01/30/2019. Revised; Approved by President on 10/03/2019. Revised; Approved by President on 08/04/2021. Revised 01/30/2024 (clerical).