

Campus Use Procedure

Responsible Unit: Dean of Students Office

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A. Introduction

This procedure describes the process for reserving and using Space and accompanies the [Campus Use Policy](#).

B. Definitions

Capitalized terms used but not defined in this procedure have the meaning assigned in the [Campus Use Policy](#).

Business Day means Monday through Friday, except for official University holidays.

Contact Person means a Unit leader or student organization leader who is designated as the Sponsoring Organization/Individual representative.

C. Procedure

1. Major Events

- a. A request to reserve University Property for a Major Event must be submitted at least ten (10) Business Days before the Major Event. In extraordinary circumstances that significantly advance the best interests of the University, the University may waive or modify the requirements for advance notice, provided that all fees and costs must be paid at the time of request, and further provided that the University determines in its sole discretion that there is adequate time to prepare and staff the Major Event, without regard to the content or viewpoint anticipated to be expressed at the Major Event. Exceptions will be considered and granted by the President or designee, in consultation with the Office of Public Safety (OPS).
 - i. If a Unit receives a request to reserve one of the facilities or spaces it oversees for a Major Event, the Unit must promptly notify the Campus Use Committee (CUC) and the CUC will notify Units as needed.
- b. The Sponsoring Organization/Individual must:

- i. Cooperate with assessments conducted by the CUC, OPS, UAPD, DOS, Environmental Health and Safety, Risk Management Services, Disability Resource Center, Office of Youth Safety, or other necessary Units as determined in the sole discretion of the University. Cooperation includes promptly communicating with Units and providing any information requested. Assessments will be conducted without regard to the content of or viewpoint anticipated to be expressed at the Major Event.
- ii. Adhere to any requirements established by the University as a result of those assessments. These requirements will be created without regard to the content of or viewpoint anticipated to be expressed at the Major Event.
- iii. Pay for all costs associated with the Major Event at least one (1) week before the Major Event. These costs include, but are not limited to, facility fees and basic security determined to be necessary by the University, which may include the presence of UAPD officers and related costs. In accordance with [A.R.S. section 15-1864](#), the University will not charge security fees based on the content of the speech of the person who invited a speaker or of the invited speaker.
- iv. Provide proof of insurance at least ten (10) days before the Major Event.
- v. Pay for any damages that occur as a result of the Major Event.
- vi. Adhere to all other requirements in the [Campus Use Policy](#).

2. Temporary Structures

- a. The Sponsoring Organization/Individual intending to erect any Temporary Structure must list such Temporary Structures and whether overnight use is requested on the [Campus Use/Mall Activity Request Form](#), in the designated area, submit the form, and receive approval from the CUC prior to erecting such Temporary Structures.
- b. Temporary Structures may be placed and remain on the Mall from 7:00 a.m. to 10:30 p.m. weekdays and weekends, but must be taken down and removed daily, unless approved for overnight use. The area must be cleared of all personal effects, debris, and trash and returned to its original condition.
- c. Temporary Structures, including any single Structure or display components, that exceed any one of the following are prohibited: (a) 100 linear feet in a single direction; (b) 4,500 square

feet; or (c) duration greater than three (3) consecutive days. Exceptions can be made with prior written approval by the CUC.

- d. **Responsibility:** The Contact Person shall take responsibility for the Temporary Structure, including its proposed location and design, as well as its maintenance and insurance against property damage during the entire time it is on University Property. The Sponsoring Organization/Individual or Contact Person must sign an agreement to (a) remove the Temporary Structure on or before the time set for removal; (b) abide by the Campus Use Policy and any other agreed-upon terms for the erection of the Temporary Structure; (c) pay for injuries to persons or property caused by the Temporary Structure; and (d) assume the risk for any injury to the property or persons of the Sponsoring Organization/Individual. Such responsibility and assumption of risk, as well as insurance and/or indemnification, will be evidenced by the Sponsoring Organization/Individual or Contact Person's signature on the [Campus Use/Mall Activity Request Form](#).
- e. **Safety and Compatibility:** The Temporary Structure and its intended use must not constitute an unreasonable safety hazard; will not (a) block or impede entry to any building; (b) interfere with normal pedestrian or vehicular traffic or block emergency vehicle access; (c) inflict unreasonable damage to landscaping; and/or (d) be incompatible with the normal activity of a particular place at a particular time.
- f. All Temporary Structures are subject to a safety inspection by Environmental Health and Safety prior to the start of the event/activity. The Sponsoring Organization/Individual must schedule this inspection with Environmental Health and Safety.
- g. Environmental Health and Safety may request additional information and specifications regarding proposed Temporary Structures in order to assess whether such structures present risks, hazards, or dangers to public health or safety, and to properly respond to those risks. Temporary Structures that are unreasonably dangerous will be prohibited.
- h. Temporary Structures must also comply with the Security Measures set forth below.

3. Outdoor and Public Spaces

- a. **Reservations:** Outdoor Space may be reserved for use by a Sponsoring Organization/Individual. Reservation of space must be made through the Campus Use and Mall Scheduling Office. Scheduling use of the Mall or any other Outdoor Space will be handled on a "first come, first served" basis. Requests for the use of Outdoor Space, including the Mall, must be submitted and approved by the Campus Use and Mall Scheduling Office ten (10) Business Days in advance of the date the activity is scheduled to take place. To reserve

Outdoor Space, the [Campus Use/Mall Activity Request Form](#) must be submitted. The Campus Use and Mall Scheduling Office will maintain a master calendar showing scheduled outdoor Campus and Mall activities.

- b. **Responsibility:** The Sponsoring Organization/Individual shall designate a Contact Person for requested campus use activities. It is understood that a Sponsoring Organization/Individual, acting through its Contact Person, will take full responsibility for injury to any person or damage to property caused by the Sponsoring Organization/Individual or its members.
- c. **Cleanup:** The Sponsoring Organization/Individual will be responsible for cleaning the activity area of debris and trash on a daily basis and will be responsible for dismantling and removing any tables, chairs, or Structures used for the activities. When the sponsoring entity is an organization rather than an individual, the Contact Person will be the individual who will be charged with the responsibility for such cleanup on behalf of the Sponsoring Organization. If an area is not properly cleaned up, the Sponsoring Organization/Individual will be billed an appropriate cleanup charge by the University.
- d. **Equipment:** All uses of Outdoor Space, including the Mall, that require special equipment, such as platforms, amplifiers, tables, recreational equipment, etc., must be reserved through University Facilities Services or, if a third party vendor is used, insurance must be approved by Risk Management Services.
- e. **Payment:** Unless approved by the CUC, the University will require payment for any services to be provided by the University one (1) week prior to the commencement of the event.

4. Security Measures

- a. Where a proposed event presents a concern for the health or safety of the attendees, the University Community, or the public, or a potential for damage to University Property, the University may require the Sponsoring Organization/Individual to pay security costs adequate for the protection of those who may attend the event and the University Property involved.
 - i. In determining whether such a requirement will be imposed, the DOS and UAPD will consider objective criteria, including the following:
 - The number of anticipated attendees.
 - Whether the proposed event involves an activity or Structure that poses an inherent risk of injury or property damage.

- Whether the Sponsoring Organization/Individual intends to charge admission to the event.
 - Any prior incidents of injury or property damage during similar events at the University or other institutions.
- b. The DOS will advise the Contact Person about necessary security arrangements, including the use of monitors and other aspects of crowd control. It is the responsibility of the Sponsoring Organization/Individual to work with the UAPD to make necessary arrangements for the deployment of University police, or other appropriate authority, if additional security is required.

5. Insurance and Indemnification

- a. To address foreseeable risks, hazards, and dangers to public health or safety posed by an activity, or the use or erecting of Structures, displays, or other materials on University Property, the University reserves the right to require the Sponsoring Organization/Individual to provide either insurance *or* indemnification, and Commercial Activity sponsors to provide both insurance *and* indemnification, each sufficient to protect the University, its Community, and members of the public from property damage, death, and personal injury.
- b. Determinations regarding whether insurance and/or indemnification are required will be made without regard to the content of or viewpoint anticipated to be expressed.

6. Sound Amplification

- a. Sound amplification will be permitted as follows:
- i. Sound amplification is allowed only from noon-1:00 p.m. Monday–Friday, from 5:00 -7:00 p.m. Monday–Thursday, from 5:00 – 10:00 pm on Fridays, and from 8:00 am – 10 pm Saturdays and Sundays. All other times only with special advance approval from the DOS Office.
 - ii. No sound amplification is permitted after 7:00 p.m. Monday–Thursday.
 - iii. Amplified sound is restricted to prevent unreasonable interference with or disruption to normal campus activities, and in no event shall it exceed 85 dB (decibels) at the source for outdoor events.

- b. Public address sound equipment may be ordered through University Facilities Services, or groups may provide their own equipment.
- c. Any Sponsoring Organization/Individual using musical sound systems must clarify with University Facilities Services their wattage and power amperage needs ten (10) Business Days prior to the scheduled event.

7. Food Distribution Services

- a. Food distribution is allowed in accordance with the [Pima County Health Department](#) Consumer Health and Food Safety guidelines, Arizona Student Unions catering contracts and procedures, and approval from the CUC.

8. Additional Prohibited Activities

In addition to the prohibited conduct addressed in the Campus Use Policy, the activities listed below are also prohibited.

- a. Fireworks, as defined by [A.R.S. section 36-1601](#), including “consumer firework” and “permissible consumer firework,” are prohibited on University Property except when related to a University Authorized activity, and then only with written permission from a University official with actual authority to provide such permission.
- b. Propane grills or electric cooking/heating appliances are the only cooking devices allowed on University Property and are not to be used in a Camping activity, unless otherwise prohibited under the Campus Use Policy. Wood, charcoal, Coleman fuel, and other fuels are not allowed. Any requests for other types of cooking devices must be approved in writing by the CUC and Environmental Health and Safety and use of such cooking devices must comply with all applicable federal and state laws and safety regulations established by the University.
- c. The University prohibits smoking and tobacco usage per the [Smoking and Tobacco Policy](#). Littering University Property with remains of tobacco or smoking-related products is also prohibited.
- d. Weapons as defined by [ABOR Policy 5-302](#) and [ABOR Policy 5-308](#) are prohibited unless approved through the Procedure to Request an Exception for Weapons on Campus.

9. Enforcement

- a. Any activity that creates disruption to the educational purposes of the institution (including but not limited to improper use of amplification or congregating in areas that restrict

movement or access) will be addressed promptly by the Dean of Students Office, with assistance from UAPD when necessary and appropriate. Individuals and groups are expected to comply with any directives provided by the University regarding disruptive behavior. At the discretion of the Dean of Students, warnings may be provided regarding disruptive behavior before affirmative action is taken.

- b. Students, employees, and faculty who violate the Campus Use Policy and/or these procedures or who fail to comply with University directives will be referred to the appropriate University unit and/or authorities to address violations of the code of conduct, university policy and applicable law. Nonaffiliated individuals who violate the Campus Use Policy and/or these procedures or who fail to comply with University directives may be subject to exclusion under the University's [Exclusionary Order Policy](#) and/or prosecution for violation of applicable law (e.g., trespassing, disorderly conduct, disruption of an educational institution).