

## Regulations on the Use of University Facilities and Grounds

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### Scope

This policy applies to all University of Nebraska at Omaha (“UNO” or “University”) buildings, facilities, grounds, and spaces owned or controlled by the University (hereafter referred to collectively as “property”) and extends to members of the academic community, including guests of the University, and members of the general public lawfully present on University premises.

This policy is intended to accompany the University of Nebraska Board of Regents Policy regarding the commitment to free expression, guide of facilities use, and education (RP-6.4.10) and provide guidance for the scheduling and conduct of events and activities at UNO which are not academic activities, such as regularly scheduled courses and seminars under the purview of the Registrar’s Office.

### Policy Statement

While UNO property is not open to unrestricted public access, many spaces are available for use by faculty and staff, students, student groups, and members of the public. Some spaces may require advance scheduling and appropriate approval.

All users of University property assume responsibility to comply with all applicable laws, regulations, and policies and assume responsibility for fees and charges applicable to associated events and

activities. All persons on UNO property are required to comply with the instructions of a properly identified University official or member of University of Nebraska Police and Public Safety Department (UNPPSD). Persons engaging in actions that do not comply with applicable laws, regulations, or policies shall be subject to disciplinary measures, including separation from the University, and to charges of violation of the law.

An individual may not materially disrupt activities conducted within the context of the University's mission. The University may reasonably regulate the time, place, and manner of expression, in accordance with the law, in order to ensure that the ordinary activities of the University are not disrupted. Such regulations must be narrowly tailored to serve significant, viewpoint-neutral interests, and cannot substantially burden more speech than necessary to protect the University's interest.

As an extension of reasonable time, place, and manner restrictions, the following provisions are in place at UNO. Camping is prohibited in all outdoor spaces. Camping includes the use of any item to create a shelter, prepare a sleeping bag or other bedding material, or use any type of motor vehicle or trailer with the apparent purpose of overnight occupancy. Additional items and activities determined to be camping include outdoor cooking, use of heating devices, use of generators, portable toilets, or permanent, semi-permanent, or temporary structures deemed similar by University officials.

Spaces such as classrooms, where teaching takes place; or labs where research is conducted; or offices where administrative business is carried out, are not freely open to the public. There are, however, spaces within UNO's campus that may be opened to both members of the University community and the public for a variety of purposes, including speech and expression. Outdoor space use is restricted to the hours of 6 A.M. and 11 P.M.

Exceptions to these reasonable time, place, and manner restrictions for outdoor space may be approved as part of an approved reservation.

## **Campus spaces have been designated as:**

### **Designated Public Forums**

These are places the campus designates as open for expressive applications to all or part of the campus community or the community at large. Reasonable time, place, and manner restrictions may be implemented in a viewpoint or content-neutral application. UNO has identified the Pep Bowl and the Henningsen Plaza, located south of the Milo Bail Student Center on the Dodge Campus, the PKI Plaza, Mammel Hall Plaza on the Scott Campus, and certain outdoor areas near Baxter Arena. See Appendix A for a campus map which identifies each Designated Public Forum Area or Facility.

### **Limited Public Forums**

These are places (such as a concert hall), events (such as a student panel discussion on Literature of the Plains), or other avenues for expression (such as an electronic bulletin board), which can be designated for use by a particular group and limited to particular topics or types of speech, as long as the limitations are reasonable and viewpoint-neutral.

### **Non-Public Forums**

All places and resources not otherwise categorized as Designated Public Forums and Limited Public Forums. In none of these instances may UNO implement rules or processes which differentiate use of properties or resources, or disciplinary outcomes, based upon the viewpoint of the user.

### **Outdoor Spaces**

While outdoor spaces are broadly available for events and activities, including spontaneous peaceful and nondisruptive expressions, scheduling in advance is recommended. Certain outdoor spaces have been identified as either a designated public forum or limited public forum where events may be

hosted ([See corresponding maps](#)). Use of all limited public forum outdoor spaces by groups require the completion and approval of the reservation request and all necessary paperwork.

Within designated public forum space only, completion of the information and request form is not required for groups wishing to use the space. However, groups wishing to host events in these spaces are encouraged to make a formal reservation, complete the required paperwork, and have a formal, approved reservation as groups with approved reservations will be given preference in these spaces.

## Reason for Policy

University resources and its land and buildings are to be applied first and foremost to its mission of teaching, research, and public service, and therefore, such University properties are primarily dedicated to this mission, which encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission. These properties are not generally open and available to the public—they are provided to and by the University, in order that it might carry out its educational charge.

## Procedures

Prior scheduling is required for events and activities that occur within limited or non-public forum spaces and are encouraged for designated public forum spaces. Scheduling includes making a reservation by completing the reservation request and all necessary paperwork. To begin the scheduling process, contact the unit set forth in the Contacts section for the appropriate locations.

Email at [unoreservations@unomaha.edu](mailto:unoreservations@unomaha.edu) is the clearinghouse for requests for Designated Public Forums and has decision-making authority for requests. If an application is denied, appeals may be submitted to the Vice Chancellor for Business and Finance ([ckirchner@unomaha.edu](mailto:ckirchner@unomaha.edu)) within 5 business days of the denial where a review will be conducted, and decision rendered. All decisions by the Vice Chancellor are final.

All parties wishing to use University facilities and grounds agree to comply with conditions established by the University. Failure to agree to these conditions will result in the denial of permission to use the facilities. These conditions include, but are not limited to:

1. The event will not disrupt the normal flow of pedestrian and/or motorized traffic unless written approval has been granted by the University.
2. The Requester will ensure that the event remains non-disruptive to the public peace and order of the University and understands that the University may take action deemed appropriate to preserve the public order and protect University property.
3. The Requester acknowledges that they are responsible for any damages that occur as a result of their use of University property.
4. The Requester will pay all applicable facility fees and/or other charges incurred by the University in opening an area to the Requester.
5. The Requester will be responsible for paying charges for adequate security at any event; the degree of security needed shall be determined in good faith by UNPPSD and shall be arranged by the University.
6. The Requester has read and will comply with the Regulations on the Use of University Facilities and Grounds policy, including all appendices.

7. The Requester shall not use or display any University logo, trademark, servicemark ("Mark" and collectively the "Marks") and/or other indicia designated by the University as a source identifier, unless expressly authorized in writing by the University. Any use of a University Mark by the Requester shall be subject to the applicable provisions contained in the University's Board of Regents Policies and the standards established by the [University's Identity Standards](#) and [UNO Brand Standards](#). Any unauthorized use of University Marks is expressly prohibited. Requester shall not advertise or announce an event held on University property in any manner that would suggest that the event is endorsed or sponsored by the University unless expressly authorized in writing by UNO.

UNO reserves the right to:

1. Give preference to academic, student life, intercollegiate athletics programs of the University, Registered Student Organizations (RSOs), and other events sponsored by the University.
2. Make substitutions and/or cancel arrangements.
3. Review, specify, and restrict any advertising, sales transactions, or product distribution.

The University may deny a request to reserve space for an event or activity for reasons including, but not limited to:

1. The Requester has not completed a reservation request and all necessary paperwork.
2. The request to reserve space contains a material misrepresentation or materially false statement.
3. The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location.
4. The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed in the first section of this Policy or present an unreasonable health or safety danger.
5. The Requester has damaged University property in the past, and/or has not paid for repairs, or has otherwise been in violation of this Policy and its procedures.
6. The request to use University property conflicts with a preexisting reservation.

### **Requesting Approval to Temporarily Post Materials and Chalking**

Individuals or groups seeking to temporarily post materials on UNO property shall request prior approval in accordance with the criteria outlined in the 'Additional Contacts' section of this policy.

The individual or group that is posting is responsible for removing it immediately following the final posting date identified by UNO, however, other UNO representatives reserve the right to remove postings on or after the final posting date.

Materials that have not received appropriate approval, or materials posted on UNO property that have not been designated by UNO, will be removed.

Specific bulletin boards, or portions of those designated for temporary posting, may be restricted as needed for departmental use only—or in the case of Residence Life, by the Associate Dean of Students. A department head, with the approval of the building supervisor, is responsible for authorizing or prohibiting the posting of temporary materials on their department's bulletin board(s). Stamped authorization of these signs is optional.

Posting by UNO recognized student organizations or campus departments will receive priority for available space, although with appropriate approval (described above), anyone affiliated with UNO may post in designated areas. Community event postings may be approved as space allows.

No postings shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows and doors) of UNO buildings, light posts, telephone poles, trees, trash receptacles, or other areas not intended for posters.

UNO, in the interest of the environment and potential littering, prohibits placement of materials on vehicle windshields (official University notices including but not limited to, parking citations and required safety notices) on all UNO property.

The University reserves the right to post materials as needed for University operations, safety, or awareness.

Individuals or groups seeking to temporarily use chalk or other water-soluble marking on UNO property shall request prior approval.

Using chalk to promote is only allowed on the concrete horizontal spaces on the Henningsen Plaza (directly south of Milo Bail Student Center). No chalking is allowed on the stairs or pillars/walls. Chalking can be left for one week. If rain washes away the chalk, groups can redo it if it is within their scheduled week.

Individuals and/or groups using other than water-soluble materials for any promotion or expression on any University property, including sidewalks, may be assessed cleaning fees, cited for vandalism, and/or subject to appropriate action per University policy.

## Definitions

**Designated Public Forums:** These are places the campus designates as open for expressive applications to all or part of the campus community or the community at large.

**Limited Public Forums:** These are places (such as a concert hall), events (such as a student panel discussion on Literature of the Plains), or other avenues for expression (such as an electronic bulletin board) which can be designated for use by a particular group and limited to particular topics or types of speech as long as the limitations are reasonable and viewpoint-neutral.

**Non-Public Forums:** All places and resources not otherwise categorized as Designated Public Forums and Limited Public Forums.

**Posting:** Any print, written display, graphic, or other material to be visually displayed on UNO's campus. This includes water soluble markings such as chalk and/or temporary paint.

## Additional Contacts

Subject	Contact	Phone & Email	Additional Contact Information
Primary point of contact for reserving space at UNO	UNO Reservations	<a href="tel:402.554.3301">402.554.3301</a> <a href="mailto:unoreservations@unomaha.edu">unoreservations@unomaha.edu</a>	
Secondary contact for policy questions	University Compliance	<a href="mailto:unocompliance@unomaha.edu">unocompliance@unomaha.edu</a>	

Primary contact for posting	Milo Bail Student Services Center – MavIGATION Station	<a href="tel:402.554.6281">402.554.6281</a> <a href="mailto:unomavigators@unomaha.edu">unomavigators@unomaha.edu</a>	
Primary point of contact for reserving space at UNO	UNO Reservations	<a href="tel:402.554.3301">402.554.3301</a> <a href="mailto:unoreservations@unomaha.edu">unoreservations@unomaha.edu</a>	

## Forms

[Facility Rental and Reserving Space on Campus](#)

## Related Information

[Classification of Property and Campus Maps](#)

[University of Nebraska Commitment to Free Expression; Guide to Facilities Use; and Education Policy 6.4.10](#)

[University of Nebraska Trespass Policy 6.4.7](#)

[University of Nebraska Campus Disorders and Administrative Response Policy 2.1.2](#)

## History

This policy replaces the University of Nebraska at Omaha Regulations on the Use of University Facilities by Third Parties policy, which was last revised on February 1, 2006.

UNO approved the “Use of University Facilities by Third Parties” policy on February 1, 2006. The policy was revised on December 13, 2018 pursuant to University of Nebraska Board of Regents Policy 6.4.10. Policy revised, and approved by the Executive Leadership team on October 24, 2024, to better reflect current processes to include the addition of procedures regarding the temporary posting of materials and chalking on University of Nebraska at Omaha property.

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The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.