

CAMERON UNIVERSITY

Facility Use Policy for Non-University Affiliated Individuals or Groups

Policy Statement

Cameron University respects the right of all members of the academic community to explore and to discuss questions of interest, to express opinions publicly and privately, and to join together to demonstrate their concerns by orderly means. The University is dedicated to fostering the free exchange of ideas and opinions and committed to the principles of free speech and expression. It is the policy of the University to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers, and to protect the exercise of these rights from disruption or interference. To that end, non-university individuals or groups may use defined University facilities for their activities in accordance with the policies adopted by the Dean of Students and defined herein. The goals of the policies governing the use of University facilities shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

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Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Director of Events and Activities

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided to establish a minimum standard for use of Cameron University (CU) facilities by groups and individuals not affiliated with Cameron University. Cameron is committed to free and open inquiry and expression for members of the University campus community. Except as limitations on that freedom are appropriate to the functioning of the University and permissible under the First Amendment to the Constitution of the United States, the University will regulate access to University facilities and grounds, including sidewalks on its campus, in a manner that respects and supports the freedom of all members of the campus community. To that end, this policy provides the University's affiliates appropriate access to University facilities and grounds, while preserving the primacy of the University's significant institutional interest in its teaching, research, and service mission. This policy is intended to facilitate responsible stewardship of institutional resources; to protect the educational experience of its students; to preserve the primacy of its teaching and research missions; to ensure health, safety, and order on campus; to regulate competing uses of its facilities and grounds and protect campus property; and protect the safety of those with the right to use its facilities and grounds to engage in protected speech, while providing opportunities for freedom of expression and assembly that is consistent with the University's teaching, research, and service mission. To avoid conflict with the teaching goals of the University, the policies must be followed when using classrooms or indoor facilities. Buildings on the Lawton and Duncan campuses are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use. This policy shall only apply to non-University affiliated individuals and groups. University Affiliated Individuals or Groups should refer to the [Facility Use Policy for University Affiliated Individuals and Groups](#). Nothing herein creates any contractual, constitutional, or other legal rights on behalf of the Reserving Party or Requestor regarding the use of University property/facilities. No public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

1.0 Definitions

1.1 University Affiliated Individuals or Groups

Includes any university students, faculty, staff, campus department, or student organization, conducting events related to their education, University-related activity, employment and/or furthers a University-related mission as approved by their department or relevant executive officer. Student clubs and organizations must be officially registered with the Office of Events and Activities. However, these registered student clubs and organizations may not necessarily be provided liability protection by the State of Oklahoma for the event itself.

1.2 Non-University Affiliated Individuals or Groups

In addition to groups or individuals with no affiliation with Cameron University, Non-University Affiliated Groups also include Cameron students, faculty, or staff acting outside of their relationship with the institution, or requesting university spaces for personal or private use.

1.3 Event

An event is any assembly, parade, street fair, street dance, carnival, assemblage, march, ceremony, show, demonstration, exhibition, pageant or procession of any kind, or any similar display, in or upon any building, street, park or other place at Cameron University.

1.4 Outdoor Areas of Campus

Outdoor areas of Cameron University's campuses are the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as the grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

1.5 Materially and Substantially Disrupts

When a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message, or prevents the transaction of the business of the University, including but not limited to, of a lawful meeting, gathering, classes, University-related events, or procession by:

- engaging in fighting, violent or other unlawful behavior; or
- physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the member of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration.

2.0 Responsibility

- 2.1 Granting permission to use University facilities is the responsibility of the appropriate Cameron University representative.
- 2.2 It is the responsibility of the non-university group representative (hereinafter referred to as the Requestor or Reserving Party) to ensure compliance with the following policy.
- 2.3 Cameron will neither grant nor deny permission to use its facilities for any reason that is in violation of the constitutional standards or that discriminates on the basis of race, color, national origin, sex, religion, disability, age, political beliefs, status as a veteran, or other impermissible basis.
- 2.4 No structures, stakes, tents, tables, or other similar objects are permitted on the grassy areas of the property without prior written permission obtained through the Office of Events and Activities.
- 2.5 No items may be left unattended without prior written permission obtained through the Office of Events and Activities. Items left unattended that cause reasonable concern over the safety of the item, e.g. backpacks, trash bags, luggage, will be removed and disposed of by the Office of Public Safety at the expense of the group.
- 2.6 Groups are responsible for the containment and/or removal of any and all items and associated trash with their use and all reasonable costs associated with the clean-up and returning the property to its pre-event condition and may include damages, labor, repairs, replacement, etc., and shall be borne by the group.

3.0 Eligibility

- 3.1. University-affiliated groups shall have priority in reserving space. Use of University facilities must not disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of the University. Use must be appropriate to the nature, purposes, and capacities of the facility, and the University.
- 3.2. Non-University affiliated groups and organizations shall be required to pay the current space rental rate for the time and location approved. A list of all charges and rental spaces can be located at <https://www.cameron.edu/events-and-activities/facility-reservation/room-information-and-pricing>. The rates shall be designed to cover the entire cost of providing the facility (i.e. labor, utilities, etc.). The Dean of Students, with recommendation by the Director of Events and Activities or their designee, may remove or waive the space rental fee based on the following criteria:
- Sponsoring organization is a financial contributor to Cameron University
 - Organization is a non-profit, civic, or charitable organization
 - Event is not a fundraiser for the organization
 - Event requires no CU resources (tables and chairs, sound system, etc)
 - Event is of significant benefit to current Cameron University students
 - Event is consistent with the mission of Cameron University

Additionally, for current students, faculty, and staff of CU and members of the CU Alumni Association reserving spaces for personal use, the requirement to pay a space rental fee may be reduced or waived by the Dean of Students, with recommendation by the Director of Events and Activities or their designee.

In addition, a refundable deposit for damage to property shall be required two (2) weeks in advance of being issued a contract. The individual applying for or reserving the facilities must be present throughout the event.

4.0 Assembly Locations

- 4.1 Outdoor areas of campus generally accessible to members of the public are open for free speech, protests, leafleting, etc. and require no reservation or notice. If assistance from the University is needed to arrange or set up electronic systems, speakers, or other equipment (tables, vehicles, etc.), the Office of Events and Activities requires notification of the use of locations to ensure the space can accommodate the request, to ensure it is not in conflict with other prior requests for the area, and so that the University can assist in reserving the requested location. Notifications may be made by calling the Office of Events and Activities: 580-581-2217 or by email addressed to: events@cameron.edu.

Outdoor areas of campus may be used on a first-come, first-served basis unless the space has been reserved by another group. These locations may not be reserved through place holders

except by providing the University with advance notice. Provided, however, where advance notice has been given and approved for items noted in Subsection 5.4 below, such use shall be given priority where feasible.

5.0 Expressive Activities

- 5.1 Expressive activity can take innumerable forms such as picketing activity, silent symbolic speech, or even writing an opinion piece published on social media. Consistent with the Constitution of the United States and the Oklahoma Constitution, the University recognizes the rights of the University community to engage in all forms of protected activity. All persons shall have the right to peacefully demonstrate, strike or otherwise use the public streets, roads, sidewalks, or other outdoor areas of campus generally accessible to the public for the purpose of expressing their opinions or viewpoints, or imparting information. The right to freedom of speech and assembly is expansive but not unlimited. The University reserves the right to enforce reasonable time, place, and manner restrictions on expressive activity.
- 5.2 Harassment. Harassment, as defined by [Oklahoma law](#), Harassment as defined by the [University's Nondiscrimination Policy](#), Sexual Harassment, as defined in the [Sexual Misconduct, Discrimination, and Harassment Policy](#), and Disorderly Conduct, as defined in the [Student Code of Conduct](#), are not recognized as protected speech. In certain limited cases, speech that would otherwise be protected may also subject the speaker to discipline if it violates the speaker's duties as a student or employee of the University (e.g., dishonesty is prohibited conduct). The full University Policy can be found here: https://www.cameron.edu/storage/Equal_Opportunity/SMDH_Cameron_08142020_to_Present_Final.pdf
- 5.3 Spontaneous Activity. Outdoor areas of campus that are generally accessible to the public are available to be used for expressive activity on a first-come, first-served basis. The University does not limit demonstration activity taking place along its public roads and sidewalks, including leafleting and the dissemination of information, if the activity does not unreasonably restrict pedestrian traffic, cause damage to landscaping, disrupt the normal operations of the University, or otherwise violate law or University policy.
- 5.4 Advance Reservations. Advance reservations are not required for expressive activity in the generally accessible outdoor areas of campus; however, reservations and prior approval are required, as outlined above, if the use of the property will be reserved for the exclusive use of a group or if the activity is an Event.
- 5.5 Visitors. Although the primary purpose of University facilities and grounds is to further the University's academic mission for students, employees, and their invited guests, the University welcomes members of the public to campus. Visitors to campus may engage in expressive activity, including leafleting, in the publicly accessible outdoor areas of campus as long as such activity is consistent with these guidelines and provided such activity does not materially and substantially disrupt University business or violate other laws and/or University policies.
- 5.6 Time/Place/Manner Restrictions. Protected expressive activity on campus is subject to

certain reasonable time, place, and manner restrictions. Any use of University property, whether indoors or outdoors is subject to compliance with local, state, and federal laws and University policies. In addition, the following restrictions are applicable.

- Outdoor campus spaces are closed to organized expressive activities involving 10 or more participants between 10p.m. and 7:30 a.m. except as approved by the Director of the Office of Events and Activities.
- No event may exceed 8 hours in length in a 24-hour day.
- Special restrictions apply on major event days (e.g., graduation, convocation, etc.)
- People engaged in expressive activity on campus must comply with reasonable requests by University officials to move to another location if necessary to prevent damage to facilities or grounds or blocking ingress/egress or to avoid disruption to the educational environment.
- If asked by University officials, individuals shall provide acceptable identification.
- Roadways and thoroughfares shall be unobstructed and available for customary business use and emergency vehicle access at all times.
- Levels of sound from amplification equipment shall not exceed noise levels specified by the city codes for Lawton or Duncan.

5.7 Prohibited Conduct

- No person, acting individually or in a conjunction with others, shall threaten, coerce, intimidate, block, or otherwise interfere with any person in the use of any public street, road, sidewalk, or other public property.
- No person shall threaten, coerce, intimidate, block, or otherwise interfere with any person attempting to travel to or from their employment, University-affiliated activities, or attempting to perform and carry on the duties and functions of their employment/University activity, or obtain an education or associated University affiliated activities.
- Tampering with police or fire safety equipment.
- Distribution or sale of food/drink.
- Affixing posters/banners/leaflets/flags to University buildings, artwork, landscaping, flagpoles, or walls; covering, vandalizing, or removing authorized displays, artwork, or signage.
- Commercial activity not authorized by and affiliated with the University.
- Camping
- Use of University electrical outlets and other nonpublic resources.
- Any conduct in violation of rules specific to a venue or facility.

5.8 The Office of Public Safety shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer, or employee thereof, and who is

unlawfully inciting violence or otherwise violating the law or University policy against any person or group of people.

6.0 Request for Space

- 6.1 Any non-University affiliated individual or group desiring to reserve event space in advance for any University facility or open area must request space using the Reservation system.
- 6.2 For full consideration, these facility requests should be received at least two weeks prior to the date of an event. Emergency requests requiring special equipment or setup cannot be fulfilled less than 72 hours before the proposed starting time of the event.
- 6.3 A request for a facility reservation shall be submitted to the Office of Events and Activities not less than ten (10) University business days prior to an event. In instances where significant set-up or coordination by the University is needed, the University requires not less than two (2) weeks' notice prior to the event. The time requirements may be waived if sufficient time exists for the proper review of the request as herein provided. The application shall be completed electronically at <https://www.cameron.edu/events-and-activities/facility-reservation>. Reservation information can be obtained from the Office of Events and Activities. The reservation request application shall provide such other information as requested.
- 6.4 **Reservation Procedures for Outdoor Locations.** In instances where there is need of University assistance, the space must be reserved ten (10) business days in advance of such use to ensure the space can accommodate such request and to ensure it is not in conflict with other prior requests for the area. If the requesting person/group does not commence utilizing the space within 30 minutes of its requested time, the person/group will have forfeited its reservation. The Office of Events and Activities will accept space requests less than ten (10) business days in advance, if space is available, for events, gatherings, or other assemblies not requiring structures, large displays, vehicles, tables, equipment, booths, sound or audio systems, or do not require other significant set-up or coordination by the University. Accordingly, if significant set-up or coordination by the University is needed, the University requires at least two (2) weeks' notice be provided for such reservations.

7.0 Reservation Confirmation

- 7.1 The Office of Events and Activities shall issue a confirmation of reservation after consideration of the reservation request, assuming space is available and all requirements are met. The use of facilities shall be allowed only after all terms and conditions in this policy and any applicable use agreement have been met; the Reserving Party has obtained any and all applicable permits, certificates, licenses, proof of insurance coverages; and the Reserving Party has received confirmation from the Office of Events and Activities.
- 7.2 The Reserving Party shall comply with all reservation confirmation directions and conditions and with all applicable laws and ordinances.
- 7.3 The responsible event leader shall have access to the reservation confirmation during the event.

- 7.4 The responsible event leader must be present for the entirety of the event. Additionally, at least one other responsible leader must be present at all times.

8.0 Duties of Reserving Party

- 8.1 Requestor shall not permanently or affix signs, posters, fliers, and/or banners to any wood or metal finishes, glass doors, overhangs, ceilings, or walls in such a manner as to cause damage.
- 8.2 The party to whom a space confirmation is granted shall provide, at its own expense, all barricades, signs, blinking lights, and other safety devices required by Cameron University and comply with any other conditions upon which the confirmation is issued.

9.0 Additional Guidelines for Use of University Facilities for Private Events

9.1 Deposit/Payment

Individuals and groups requesting use of university facilities for private events will be required to pay a deposit in the amount of the room rental cost. This deposit is due within two (2) weeks of executing a Use Agreement. The deposit may be waived at the discretion of the Dean of Students, with recommendation of the Director of Events and Activities.

9.2 Food Service

Please contact food services at (580) 581-2384 to make catering arrangements for your event. The institution grants Sodexo the right of first refusal to provide food service for all events held on campus. Infractions may subject Renter to a monetary fine or result in cancellation or closure of the event.

9.3 Time Restrictions

Normal event times are 7:30a.m. to 10:00p.m. No event shall end after the hour of 10:00pm and begin prior to 7:30am unless approved by the Director of Events and Activities. Additional approvals may be needed based on event specifics. The University expressly reserves the right to require that (1) any event end at an earlier time, given considerations of safety, crowd control, weather, noise, etc., and (2) the event ends or is canceled, as provided for in this policy.

9.4 Minors on Campus Policy

Events where minors may be in attendance are required to comply with the University's Minors on Campus Policy. If the guidelines are not being followed, the Office of Public Safety will be notified and the event may be terminated.

9.5 Movies

Public viewing of movies is strictly regulated by the Motion Picture Association of America. Digital versions, Blu-ray Discs, DVDs and video tapes may not be used as an event or entertainment unless the public performance rights (copyright) have been purchased or secured. Digital versions, Blu-ray Discs, DVDs and video tapes that people purchase or rent are intended for home viewing use only. Showing any movie on campus is prohibited unless a public performance right is secured. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply, but are not limited to, class rooms; lecture halls; residence hall lounges; cafeterias; library screening rooms; and/or meeting rooms.

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. Likewise, you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs between \$300-\$3,000 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films.

The reserving party must provide proof of public viewing rights to the Office of Events and Activities prior to the Event.

9.6 Music Licensing

The event must be properly licensed for all music played, computer programs, recordings, videos or plays that are reproduced for its event. Any requesting party wishing to sell products at its event must acquire permission from the Office of Events and Activities.

9.7 Alcohol

The following policies and procedures have been developed to ensure the responsible approach for the use of alcohol at events hosted by non-University Affiliated Individuals and Groups held on Cameron University property. These guidelines must be strictly adhered to and will be enforced by Cameron University personnel, Cameron University Office of Public Safety and Sodexo Catering Services.

- The serving of alcoholic beverages will comply with the laws of the State of Oklahoma.
- No one under the age of 21 will be served any alcoholic beverage. A valid driver's license with photo identification is required.
- All alcohol will be served only by Sodexo Catering Services employees, each of whom must be a State of OK licensed bartender/server.
- No outside alcohol will be allowed on Cameron University property.
- The only facility where alcohol will be allowed is the McCasland Ballroom (located in the McMahon Centennial Complex).
- All events with alcohol must have approved security arrangements. Security arrangements must be approved by the Director of Public Safety or his designee who will determine the number of officers needed for the event.
- Any group serving alcohol is required to provide a non-alcoholic beverage and some type of food. Food must be provided by Sodexo.
- The sale/service of alcohol will end 1 hour before the event is scheduled to end or by 12 a.m. whichever comes first.
- An "Alcohol Request Form" must be completed and submitted with facility request.

- The University and Sodexo Catering Services reserves the right to refuse alcohol service to any individual or group.
- Request for liquor service must be made at least two weeks prior to the event.

9.8 Security

The need for police/security support in conjunction with any use of University facilities shall be determined by the Office of Events and Activities and the Office of Public Safety. The Cameron University Chief of Police, or their designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the facts surrounding the event based on room size and capacity, value of the property, number of entry and exit points, daytime/nighttime use, and estimated crowd size. The use of security services from non-University sources shall be at the discretion and direction of the Office of Public Safety and at the expense of the Reserving Party. During events, the following minimum standards will apply:

If the expected attendance is 75% of capacity of the space and the event will occur after 10pm, a minimum of one (1) Public Safety Officers will be required and paid for by the Reserving Party.

Any time alcohol will be served, Public Safety will require at least one public safety officer paid for by the Reserving Party.

9.9 Liability and Insurance

- Cameron University is not liable for injuries that may occur while using campus facilities.
- The Reserving Party may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the Reserving Party's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.
- For private events, Requestor may be required to obtain and maintain a policy of liability insurance for itself and all participants and staff, which must be acceptable to the University. The policy shall protect the University against liability for injury or death of persons or loss of or damage to property occurring in, on or about the premises, or in connection with the program.
- The liability insurance policy should provide for a minimum coverage of one million dollars.
- If required, proof of insurance coverage must be provided at the time the contract is signed.

9.10 Tobacco and Firearms

The Reserving Party must agree to comply with the University's Tobacco-Free Policy and Firearms Policy. No weapons are permitted on campus, including firearms and swords.

9.11 Solicitation

Unsolicited sales door-to-door, office-to-office, or in open areas, by commercial groups or individuals for commercial or financial gain is not allowed. Permission for solicitation by non-university groups may be obtained through the Reservation system, with approval by the VP for Business and Finance. Fundraising for political candidates is not allowed in or on University facilities.

9.12 Publicity

Use of Cameron University's name, other than as a physical address, is prohibited in advertising, solicitation, or promotion of non-university activities. Promotional use of the Cameron University name and identifying marks must be approved by the Office of Public Affairs at (580) 581-2211.

9.13 Cancellations

Cameron University reserves the right to cancel or close the event at any time if the requesting party disregards any University policies or if University officials determine there is a likely threat to the safety of participants or Cameron University faculty, staff or students.

9.14 Appeals Process

Should a Reserving Party's application for use of a University facility be denied in any fashion, applicants may seek an appeal by written request to the Dean of Students within 24 hours of the denial. The appeal must contain the Reserving Party's name and mailing address, a concise description of the decision complained of, the Reserving Party's reasons for disagreeing with the decision, and the date the decision was announced. A determination shall be made by the Dean of Students or their designee within 24 hours of the appeal. The decision of the Dean of Students or their designee shall be final and binding.

Contacts

Policy Questions: Director of Events and Activities, (580) 581-2217

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date:	September 14, 2014
Reviewed, no revision:	July 22, 2015
Revised:	October 31, 2019
Revised:	April 30, 2025