POLICY ON USE OF UNIVERSITY FACILITIES FOR NONCOMMERCIAL AND COMMERCIAL PURPOSES

Contents

I. University Facilities Covered/Not Covered by Policy
II. General Guidelines for the Use of University Facilities
III. Additional Guidelines for the Use of Exterior Space
IV. Additional Guidelines for the Use of Interior Space
V. Other Scheduling Procedures and Priorities
VI. Distribution of Pamphlets, Written Materials, Publications, and Advertisements
VII. Solicitations of Charitable Contributions
VIII. Use of University Facilities for Commercial Promotions and Sales; Fundraising Events
IX. Accountability
X. Disclaimer
XI. Appeals

I. University Facilities Covered/Not Covered by Policy

A. Classrooms, seminar rooms, auditoria, and other instructional facilities that are not assigned to a unit for its exclusive use are scheduled by the Office of the University Registrar, Scheduling and Training Section for use in the instructional programs of the University. To the extent such facilities are made available for purposes other than the instructional programs of the University, the use of such facilities is subject to this policy and shall be scheduled through the Carolina Union Office of Events Management, consistent with this policy.

B. Faculty, staff, and student facilities, including the Carolina Union, Student Academic Services Building, and libraries, are administratively assigned to
respective University academic or administrative units. To the extent such facilities are made available beyond the unit to which they are assigned, the use of such facilities is subject to this policy and shall be scheduled through the Carolina Union Office of Events Management, consistent with this policy.

C. Facilities of the Schools of Business, Dentistry, Government, Journalism, Law, Medicine, Nursing, Public Health, Pharmacy (except for certain classrooms scheduled pursuant to Section I.A.), and Social Work are scheduled by the administration of the respective school. Similarly, facilities of the Ackland Art Museum, Athletics Department, Frank Porter Graham Child Development Center, Friday Center for Continuing Education, Playmakers Theatre, Paul Green Theatre, James M. Johnston Center for Undergraduate Excellence, Morehead Planetarium and Science Center, and lounges of all administrative units, and laboratories are scheduled by the head of the unit to which they have been administratively assigned. To the extent such facilities are made available beyond the unit to which they are assigned, the use of such facilities is subject to this policy and shall be scheduled by the head of the unit (or delegate) to which they are assigned, consistent with this policy.

D. All audiovisual and computing equipment permanently installed in “General Purpose Classrooms” scheduled by the Office of the University Registrar, Scheduling and Training Section for instructional programs is the responsibility (security, maintenance, user support, lifecycle) of the Classroom Hotline (919-967-9298, hotline@unc.edu). The use of the equipment shall be subject to this policy and to all conditions imposed by the Classroom Hotline, which shall directly supervise such use. Installation of equipment not owned by the Classroom Hotline must be pre-approved by the Classroom Hotline and shall be subject to all conditions imposed by the Classroom Hotline. For a current list and configuration of all General Purpose Classrooms outfitted as Multimedia Classrooms, please browse to http://hotline.unc.edu and follow links to "classrooms."

E. The use of the campus mail facilities is controlled by policies administered by the Vice Chancellor for Finance and Administration.

F. The use and scheduling of the Kenan Center and the Rizzo Center are controlled by policies administered by the School of Business.

G. The use and scheduling of Memorial Hall and Gerrard Hall is controlled by policies administered by the Office of the Executive Director for the Arts.

H. The use and scheduling of the North Carolina Botanical Garden, Forest Theatre, Battle Park and Coker Arboretum are controlled by policies administered by the Director of the North Carolina Botanical Garden.
I. The use and scheduling of **residence halls** and the **Odum Village Community Center** are controlled by policies administered by the Director of Housing and Residential Education.

J. The use and scheduling of the **George Watts Hill Alumni Center** are controlled by policies administered by the President of the General Alumni Association.

K. The use and scheduling of the **Bell Tower Amphitheater** are controlled by policies administered by the Associate Vice Chancellor for Facilities Services.

---

**II. General Guidelines for the Use of University Facilities**

A. **Group Definitions**

For purposes of this policy, "**University-sponsored group**" shall be defined as a University administrative unit exercising delegated administrative authority, in its activities. [See the attached Statement Regarding University Sponsored Groups to identify those student organizations that, in certain limited situations, may function as University-sponsored groups.]

For purposes of this policy, "**University-affiliated group**" shall be defined as:

1) a student group given official University recognition under the University’s recognition policy; or

2) a group, other than a University-recognized or -sponsored group that has been (a) established by the Chancellor, or (b) established by administrative officials, faculty, staff or students to whom the Chancellor has delegated authority to do so.

For purposes of this policy, "**Nonaffiliated group**" shall be defined as any group other than a University-sponsored or University-affiliated group.

B. **Priority of Use**

The accomplishment of the educational mission of the University shall be considered to have first priority in all decisions concerning any use of any facility under this policy. Use of any facility shall not be authorized where such use may disturb the conduct of University activities.

1. Student, faculty, and staff groups and their activities are vital to the educational process, and such University-affiliated groups are encouraged to make full use of University facilities subject to availability whenever their meetings and activities
are part of their University work or are a reasonable and appropriate extension of it. Use of University facilities by a University-affiliated group for a "major event" is subject to the Major Events Policy, which defines procedures to be followed and approvals to be obtained before events will be approved for use of University space. A “major event” is one whose expected attendance is 500 or more, if the event is to be held outside, or 1000 or more, if the event is to be held in an indoor facility. The Major Events Policy and related forms may be obtained at the Carolina Union Office of Events Management.

2. To the extent that appropriate space is available and subject to reasonable procedures for reservations, the University's facilities may be made available to nonaffiliated groups for occasional meetings or activities when their work is compatible with or supplementary to the educational purposes of the University. Use by such groups may not be continued for extended periods of time.

C. Appropriate Use

Activities shall take place only in facilities that are appropriate for the activity in question, as determined by the nature of the activity, staging requirements, anticipated audience, and the like. All activities must be in compliance with University Environment, Health and Safety policies, the North Carolina Fire Prevention Code, and local fire and life safety regulations.

D. Damage to Facilities

Costs and damage incident to the use of a facility under this policy shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University.

E. Charges for Use

The appropriate scheduling office will maintain for inspection a current list of user charges approved by the Chancellor or delegate for use of indoor and outdoor space by affiliated and nonaffiliated groups. The rates shall be designed to cover the entire costs of providing the facility (for example, materials, labor, utilities, and any added security charges incurred). Particular uses may require the assessment of additional charges, depending on special needs associated with the use.

III. Additional Guidelines for the Use of Exterior Space

A. General Principle

Subject to restrictions on the use of University facilities prescribed elsewhere in this policy, the University permits assemblies and gatherings of University-sponsored,
University-affiliated and nonaffiliated groups (i) without prior approval in Y-Court, the Carolina Union “Pit”, and in the major open spaces designated on Exhibit A of this policy (“Major Open Spaces”), and (ii) with prior approval, in any other exterior location. Any use of such spaces that is scheduled pursuant to this policy shall have priority over any unscheduled use.

B. Administrative Approval

With the exceptions noted hereafter, the use of outdoor space pursuant to this policy must have the written approval of the Associate Vice Chancellor for Facilities Services or delegate. The exceptions are as follows:

1) Prior approval is not required for unscheduled use of Y-Court, the Carolina Union “Pit”, or Major Open Spaces, subject to the restrictions in Section III.D.

2) Use of outdoor space by University academic units for University instructional or research activities does not require prior approval.

3) Use of outdoor space for distribution of non-commercial written materials is governed by Section VI of this policy.

C. Scheduling

1. Scheduling use of campus exterior space other than the Carolina Union “Pit” and the Rams Head Patio shall be handled by the Associate Vice Chancellor for Facilities Services. Scheduling use of the “Pit” shall be handled by the Events Planning Office, Carolina Union. Scheduling use of the Rams Head Patio shall be handled by Carolina Dining Services.

2. A scheduled use shall have priority over any unscheduled use, even when scheduling is not required by this policy.

3. An unscheduled use by a University academic unit for University instructional or research activities shall have priority over any other unscheduled use.

4. Scheduled users will receive a permit indicating the location and other specifics of the event approved by the Associate Vice Chancellor for Facilities Services (such as the hours of approved use and approval for any temporary structures, electrical power and/or sound amplification). The permit must be brought to the event location and available for inspection upon request throughout the duration of the event.

5. Reservations for any of the Major Open Spaces shall be made on a first-come, first-served basis with the following restrictions:
a. To provide for equitable allocation of locations and times available for reservation, units that are not University-sponsored are limited to no more than three (3) Major Open Space reservations per semester and one (1) per summer session, subject to subsection 5.b below. For purposes of this rule, a single event reservation that extends for longer than one (1) day will count as multiple days.

b. If a Major Open Space location remains unreserved seven (7) days prior to a desired reservation date, a unit that has reached its quota of reservation days may make a reservation in excess of the limit stated in subsection 5.a above.

c. Units requesting reservations of Major Open Space locations cannot be “wait listed” for space.

D. Criteria

Because the use of exterior campus facilities presents the possibility of disturbance to normal University activities and damage to University property, the criteria governing the use of exterior space shall include, but not be limited to, the following.

1. No permanent structures may be erected in exterior spaces unless approved by the Chancellor's Buildings and Grounds Committee.

2. No temporary structures whatsoever shall be erected or placed on lawn space beneath the drip lines of trees. Temporary structures are permitted in Y-Court, the Carolina Union “Pit,” the Rams Head Patio and in Major Open Spaces to the extent their use is approved by the applicable University official in connection with the scheduling process. No temporary structures that have a potential safety risk, as determined by the Associate Vice Chancellor for Facilities Services or delegate, including without limitation, stages and canopy tents, may be constructed or placed in these spaces unless (a) the construction itself is undertaken by a University administrative unit, and (b) such construction has been approved by the Associate Vice Chancellor for Facilities Services or delegate. The term “structure” includes statues, plaques and monuments; props, signage and displays; furniture, such as chairs, desks, tables, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; cages, stages and theaters; inflatables; and other similar physical structures. The term “structure” does not include signs held by hand, bicycles, baby carriages, baby strollers, wheelchairs or other devices used by persons with disabilities. Tents and canopies must comply with Environment, Health and Safety guidelines (http://ehs.unc.edu/fire/tents.shtml) and may require a permit from the State of North Carolina. Temporary structures shall not be constructed or placed at the activity location earlier than the day of the scheduled activity, unless approval for earlier
construction or placement is granted by the Associate Vice Chancellor for Facilities Services or delegate. All temporary structures must be removed promptly upon the conclusion of the scheduled activity and, unless approval is granted by the Vice Chancellor for Finance and Administration or delegate, no temporary structures shall remain outdoors overnight.

3. Any group wishing to hold an activity or event in a Major Open Space in which the number of attendees is expected to be 200 or more persons over the course of such activity or event must pay for temporary fencing to be erected to protect the areas from the tree trunks to the drip lines of the trees, unless otherwise agreed by the Director of University Grounds Services. Arrangements for such fencing shall be made through the office of the Associate Vice Chancellor for Facilities Services. The distance from the tree trunks to the fencing must be increased by a factor of 1.3 if the Director of University Grounds Services determines such measures are necessary to mitigate the risk of soil compaction due to rainfall coupled with expected foot traffic or other soil-compacting forces.

4. No activities may be held which render a space unsatisfactory for use in its normal or primary function or which interfere with an activity previously scheduled according to this policy or with normal or scheduled University activities.

5. Public-address and amplifying systems may not be used in the Carolina Union “Pit” unless authorized by the Director of the Carolina Union, or delegate. Public-address and amplifying systems may not be used in the Rams Head Patio unless authorized by Carolina Dining Services. Public-address and amplifying systems may not be used in other exterior spaces unless authorized by the Associate Vice Chancellor for Facilities Services or delegate. All uses of amplifying and public address systems on campus must conform to all applicable laws and ordinances and to guidelines issued by the Provost to prevent disruption to classes.

6. Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use, including the proper disposal of trash and recycling and the arrangement of additional services as needed. Users will be billed for cleanup that they do not adequately complete themselves.

7. No banners, signs, or other materials may be affixed in any way to any trees.

8. Any vehicles, including golf carts, necessary in the set-up or conduct of an event shall not traverse the grassy or treed portions of any Major Open Space. Such vehicles must be operated solely on the brick walkways and other surrounding hardscape.
9. All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and vehicular traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities.

IV. Additional Guidelines for the Use of Interior Space

A. Use by University-Sponsored Groups

1. Administrative Approval: Subject to the restrictions on use described elsewhere in this policy, facilities not otherwise assigned as provided in Section I, above, normally may be used by University-sponsored groups for University activities, without rental charge with the approval of the Associate Vice Chancellor for Facilities Services or delegate.

2. Scheduling: Requests from a University-sponsored group for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility. Absent such designation, the request shall be made to the Carolina Union Office of Events Management.

B. Use by University-Affiliated Groups

1. Administrative Approval: Subject to the restrictions on use described elsewhere in this policy, the use of University facilities may be extended to University-affiliated groups. Such groups shall be responsible for extra costs and any damage incident to their use of the facilities and, if the facility is being used for the financial benefit of the organization or its designee, for any rental charges that may be assessed. University-affiliated groups have full responsibility and are accountable for the events or activities held in University facilities under their sponsorship. Use of space in facilities not otherwise assigned as provided in Section I must be approved in writing by the Associate Vice Chancellor for Facilities Services or delegate.

2. Scheduling: Requests from University-affiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the Carolina Union Office of Events Management.

C. Use by Nonaffiliated Groups

1. Administrative Approval: Subject to the restrictions on use described elsewhere in this policy, the use of University facilities may be extended to nonaffiliated groups, which shall be responsible for any expense resulting from any damage arising
from the use of the facility, and for user costs and charges, which may include the cost of University services rendered. Such groups have full responsibility and are accountable for the events or activities held in University facilities under their sponsorship. Requests for the use of space by such groups must be approved in writing by the Associate Vice Chancellor for Facilities Services or delegate.

2. **Scheduling**: Requests from nonaffiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the Carolina Union Office of Events Management.

## V. Scheduling Procedures and Priorities

### A. General Procedure

All groups who want to use a University facility must use the following procedure:

1. Have the use approved by the appropriate University official;

2. Present that approval along with a request for scheduling to the office responsible under this policy for scheduling that particular facility;

3. The scheduling office must render its decision within 10 business days after it receives a request. If tent/canopy permits are required, approval of such permits may take up to 30 days;

4. If a request is received less than 10 business days in advance of the time for which the facility is requested, the request may be honored at the discretion of the administrative head of the office responsible for scheduling.

### B. Priority

In recognition of the University's primary obligation to University-sponsored groups in the use of available and appropriate University facilities, the following rules shall pertain with respect to priorities in reservation of space when the same facility or space is requested for use at the same time by different groups, except as provided elsewhere in this policy:

1. With respect to the use of facilities that are principally assigned to an academic unit, that unit shall have priority over all other groups, unless a use has already been scheduled pursuant to this policy.
2. Except as provided in subsection 4 below, the first request received by the office shall have priority over all later requests.

3. University-sponsored groups and University-affiliated groups shall have priority over nonaffiliated groups.

4. A scheduling office may consider any request for a space reservation from a nonaffiliated group as having been received no more than 30 days in advance of the requested date regardless of when it is actually received, and the nonaffiliated group shall be so notified if it makes such a request more than 30 days in advance and if the scheduling office so considers the request.

5. If conflicts remain after these priorities are applied, selection shall be by lot.

VI. Distribution of Pamphlets, Written Materials, Publications, and Advertisements

A. Hand Distribution

1. Any individual or group, whether affiliated with the University or not, may distribute at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this policy, without registration or advance approval, any written materials on the condition that such materials are designed for informational and not for commercial purposes. Donations may be accepted in connection with such distribution.

2. Publications of University-affiliated groups may be distributed or sold at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this policy, without registration or advance approval. Newspaper and magazine vending is covered by policies administered by the Director of Grounds Services, Division of Facilities Services.

3. Distribution at any location other than those specified above may be authorized by the administrative official who is responsible under this policy for the use and scheduling of the facility in question.

B. The Use of Surfaces, Bulletin Boards, and Spaces

1. The “Cube” and general purpose bulletin boards and other spaces are provided at several locations on campus. These spaces may be used for information purposes, for materials associated with student election campaigns, and for solicitation of charitable contributions and fundraising events as provided in Sections VII and VIII.
They may not be used for commercial purposes, except by University students, faculty, and staff for offering personal items such as textbooks or bicycles for sale or for advertising individual services of students, faculty, and staff such as baby-sitting or term paper typing for compensation. All notices are subject to removal at approximately one-week intervals, excepting student election campaign materials, which must be removed within 96 hours following the day of the election. The Carolina Union “Cube” is only to be used for painted messages. No handbills, posters or flyers may be attached to it at any time.

2. No notice, advertisement, or document of any kind shall be attached to any wall, door, lamppost, tree, or other surface except as provided in Section VI.B.1, above. Student election campaign materials shall be posted in ways that do not damage physical structures or surfaces or impede pedestrian or vehicle passage or access. The use of surfaces in residence halls shall be subject to regulation by the Department of Housing and Residential Education.

3. In addition to being subject to those consequences associated with violations of this policy, persons responsible for damage to walls or other surfaces resulting from violation of these posting rules shall pay the costs of repair, and may be subjected to criminal penalties under N.C. General Statutes, Section 14-132 (Injuries to Public Buildings and Facilities).

VII. Solicitations of Charitable Contributions

A. For purposes of this section, charitable groups are those groups, contributions to which are tax-deductible under Section 170(b)(1)(A) of the Internal Revenue Code or student organizations officially recognized by The University of North Carolina at Chapel Hill.

B. Affiliated groups and nonaffiliated groups meeting the definition of Section VII.A., above, may solicit charitable contributions without prior approval in the Major Open Spaces, Y-Court, and the Carolina Union “Pit” subject to the restrictions set out in section III of this policy.

C. Charitable solicitation which involves in whole or in part the sale of goods, services, subscriptions, admission tickets, or the like, shall be governed by Section VIII, in addition to other provisions of this policy. A token symbolizing that a contribution has been made shall not be considered as “goods” for purposes of the preceding sentence.

D. University sponsored groups are prohibited from holding “benefit” events to benefit a non-University entity. University-affiliated groups are prohibited from holding such events except as expressly permitted in Sections VII and VIII.
VIII. Use of University Facilities for Commercial Promotions and Sales; Fundraising Events

A. Activities authorized by the University administration involving the sale of goods or services (such as Student Stores) and activities conducted in facilities under written lease from the University are exempt from this policy.

B. Except as provided herein, all individual employees and nonaffiliated individuals and groups are prohibited from engaging in “commercial exchanges,” which are defined as canvassing, selling, offering for sale, soliciting, or promoting the sale of any goods or services on University premises.

C. Upon written approval by the Vice Chancellor for Student Affairs or delegate, University-affiliated student groups may conduct activities that constitute commercial exchanges, and upon written approval by the Associate Vice Chancellor for Facilities Services or delegate, University-affiliated employee groups may conduct activities that constitute commercial exchanges. The permit referenced in Section VIII.C.8. shall be evidence of that written approval.

1. The appropriate Vice Chancellor or delegate shall approve an activity constituting commercial exchanges only if:

   a. All of the requirements of this policy are met;

   b. The proposed activity is not in violation of University policy, State or Federal law;

   c. The activity will not disrupt the University’s educational atmosphere;

   d. There are no overriding safety or security reasons to restrict the activity; and

   e. The primary purpose of such sales shall be to raise money for the benefit of the University-affiliated group or for the benefit of a charitable group (as defined in Section VII) sponsored by the University-affiliated group. If the money is being raised for the benefit of the University-affiliated group, all monies raised must be transferred to the group for group use, not to individuals for personal use.

2. If an activity is not approved, the group may appeal the decision in accordance with Section XI of this policy.
3. Any commercial exchanges shall be conducted only by members of the affiliated group.

4. Materials used by the University-affiliated group in commercial exchanges may acknowledge the assistance or contribution of a nonaffiliated group, but no sales or sales promotion shall be conducted in such a manner as to establish on or extend to the campus a commercial enterprise as determined in the sole discretion of the appropriate Vice Chancellor, or delegate.

5. Commercial exchanges shall be limited to the Carolina Union “Pit” or to the areas designated for such activities in the professional schools. Ticket sales may be handled through the Union Desk or Union Box Office in the sole discretion of the Director of the Carolina Union.

6. The number of groups that may be scheduled in the Pit for such activity on any given day shall be governed by space and equipment availability as determined in the discretion of the Director of the Carolina Union, giving due consideration to pedestrian traffic, access to adjacent facilities, and to other purposes for which the area is used. The number of groups that may be scheduled, on any given day, in the physical areas designated for such activities in the professional schools shall be determined in the discretion of the Dean of the professional school in question, giving due consideration to pedestrian traffic, access to adjacent facilities, and to other purposes for which the area is used. “Professional Schools” are defined as: Kenan-Flagler Business School, School of Dentistry, School of Education, School of Information and Library Science, School of Journalism and Mass Communication, School of Law, School of Medicine, School of Nursing, School of Pharmacy, School of Public Health, and School of Social Work.

7. Each group shall limit its commercial exchanges in the Carolina Union Pit to a maximum of ten days during the fall semester, ten days during the spring semester, and two days during each summer session. Unused days in any given term may not be transferred to another term or another group. Commercial exchanges during any part of a day shall constitute a full day of commercial exchanges. The Director of the Carolina Union, in his/her discretion, may waive the number limitation for specific organizations who demonstrate a viable need for additional dates due to size of the organization and/or number of performances held by the organization.

8. Any groups conducting commercial exchanges in exterior spaces on campus must prominently display a valid permit issued by the appropriate authorizing agency and signed by the authorizing Vice Chancellor, delegate, or facility administrator in the case of professional schools.
9. Groups working with television or radio stations for live promotions of group activities or events should consult with University News Services in advance for guidance with respect to conducting such events. Such events must also comply with Section III.D.5 of this policy (public address systems and amplification).

10. All merchandise offered for sale bearing UNC-Chapel Hill trademarks must be purchased from licensed manufacturers and the UNC-Chapel Hill Trademark Licensing Office must approve the design(s) incorporating the trademark(s) in advance. A list of local licensed manufacturers and instructions for trademark use are on the web at: [www.licensing.unc.edu](http://www.licensing.unc.edu).

11. If the commercial exchange involves promotion or ticket sales for a “major event,” the sponsoring group is also subject to the Major Events Policy. [See Section II.B.1. for more information.]

12. Raffles may not be held by University units nor may raffle tickets be sold on the University campus by any group, University or otherwise. Questions on this matter may be directed to the Office of University Counsel.

D. For-profit business or commercial enterprises cannot be operated from residence hall rooms. Any exceptions must be requested, and granted, in writing, through the Department of Housing and Residential Education.

E. Nothing in this section shall be construed to limit the governing body of a residence hall from authorizing and conducting the sale of refreshments in connection with residence hall program activities, such as a special social or athletic event, for the purpose of providing refreshments at cost.

F. Nothing in this section shall be construed to limit affiliated student groups from selling group-identifying merchandise, or tickets to events sponsored and carried out by such groups:

1) in any space other than the Carolina Union “Pit,” if that space is subject to the administrative jurisdiction of the Vice Chancellor for Student Affairs and such selling and space have been approved by the Vice Chancellor for Student Affairs, or delegate, for such purpose (for example, Residence Hall T-shirts in Residence Halls); or

2) in the case of affiliated professional student groups, in the physical areas designated for such activities in the professional schools, provided such selling has been approved by the Dean of the professional school, or delegate.
G. Nothing in this section shall be construed to limit a University-affiliated group from holding the following admission events to benefit itself or a charitable group (as defined in Section VII):

1) An event where the group itself provides the principal performance;

2) A dance or similar social;

3) A speaker or similar educational program; or

4) An event in which the group shows a film or video. A group may show only one such film or video event per academic year and one during either session of Summer School but not both.

The University-affiliated group is responsible for procuring any necessary licenses for any event authorized pursuant to this section and for procuring approval of the use of the particular facility proposed for the event according to the other provisions of this policy.

H. University-affiliated groups and nonaffiliated groups may not offer any goods or services for sale on consignment, rent, or lease. The only exceptions to this policy are for:

1) the APO Book Exchange;

2) rental of student equipment by Student Government; and

3) offering of student-related services by Student Government.

I. Nothing in this section shall be deemed to interfere with a student's individual right to invite anyone into his or her residence hall living quarters for the purposes of that student considering or purchasing the invitee's goods or services.

J. Specifically authorized under this policy, with no requirement to obtain permission, is any canvassing, selling, or soliciting (not inconsistent with any provisions of law or with the University's policies and purposes) wherein representatives of educational-supply firms (including, but not limited to, publishers of academic books, manufacturers of laboratory, educational or office equipment, and suppliers of the Student Stores) contact members of the University faculty or staff as a routine and necessary part of the University's normal activities.

IX. Accountability
Upon request of the Vice Chancellor for Student Affairs in the case of affiliated student groups and the Associate Vice Chancellor for Facilities Services in the case of all other affiliated groups, full financial statements that relate to fundraising event(s), charitable solicitations, or commercial sales of any sponsoring affiliated organization specifically permitted by this policy will be submitted by the organization for review by the requesting University officer.

X. Disclaimer

In making its facilities available for use under this policy to persons or groups other than University administrative units, the University assumes no obligation or responsibility for the activities of the person or group. Further, the University reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

XI. Appeals

Appeals from decisions of the appropriate scheduling office shall be to the appropriate Vice Chancellor. Appeals from decisions of the Vice Chancellor shall be to the Chancellor or delegate. All decisions shall be rendered promptly.

Contact Information

Robyn Narvesen
Executive Assistant, Facilities Services Division
Email: robyn.narvesen@fac.unc.edu
Phone: 919-962-0761

Carly Perin
Director of Administration, Facilities Services Division
Email: cperin@fac.unc.edu
Phone: 919-843-7737

Anna Wu
Associate Vice Chancellor for Facilities Services
Email: anna.wu@facilities.unc.edu
Phone: 919-962-0761
Legal questions:
Will Tricomi
Associate University Counsel
Email: will_tricomi@unc.edu
Phone: 919-843-5329

Policy on Use of University Facilities for Noncommercial and Commercial Purposes
Policy Version: 2

Document History

- Effective Date: July 1, 2006
- Last Revised Date: April 17, 2014
Exhibit A

Maps of Major Open Spaces
Exhibit A cont.
Exhibit A cont.