

assigned by the colleges/departments and/or the Vice President for Research and Economic Development through the appropriate reservation mechanism identified thereby. The use of any campus space, whether reserved pursuant to this policy or otherwise, is subject to Paragraph F of this policy as well as all other applicable UAH policies, procedures, and guidelines, along with local, state, and federal laws.

B. Who May Use Available Campus Space

Subject to the terms of this policy, the available campus space identified in Paragraph C generally may only be reserved or used by the following:

1. members of the campus community (*i.e.*, UAH faculty, staff, and students);
2. a University academic or administrative unit;
3. a registered student organization;¹ or
4. an individual or organization that is sponsored by (a) the University, (b) a University registered student organization, (c) administrator, or (d) a member of the faculty or staff.

The aforementioned categories of eligible users are collectively referred to in this policy as “University affiliate(s).” Any University affiliate that reserves available campus space must participate in any activity associated with that reservation.

C. Available Campus Space

1. Room 100 of Wilson Hall/Wilson Theater
2. Lobby, Room 109, and Room 107 of the Shelby Center for Science and Technology (“SST”)
3. Conference Training Center (“CTC”)
4. Charger Union Theater
5. Chan Auditorium
6. Morton Hall Auditorium and black box theatre
7. Materials Science Building Chemistry Auditorium
8. Bevill Conference Center Lobby

D. Reservation Process for Use of Available Campus Space and Approval of Campus Use Reservation (“CUR”) Applications

In addition to the requirements and limitations of this policy, use of available campus space is further governed by any policy and procedure relevant to specific campus space, the Alcoholic Beverage Usage at University Events Policy, Child Protection Policy, Smoke- and Tobacco-Free Policy, the General

¹ A “registered student organization” is one that is properly registered with UAH Division of Student Affairs that has not had its available privileges, such as the use of campus, withdrawn, suspended and/or restricted.

Terms and Conditions for Use of Facilities incorporated herein by reference, and all other applicable policies and procedures.

1. Subject to the limitations excepted in Paragraph 2.1, an applicant for an event using available campus space ("Event") must register their Event by completing a CUR Application. The Application and General Terms and Conditions for Use of Facilities are available online at <https://sites.google.com/uah/conferences-and-events/home>.
2. To facilitate the review by various UAH departments that are responsible for different aspects of an Event that utilizes available campus space,

- h. The University affiliate who submits the CUR application has on prior occasions damaged UAH property and has not paid in full for such damage.
 - i. The requested use of available campus space is inconsistent with the terms of this policy.
- 5. If issued, a permit granting use of available campus space shall (a) specify the area to be used; (b) the date for which the use is approved; (c) the time at which the reservation for the use begins and expires, and (d) any special provision(s) concerning the use of the campus space. If denied, the Associate Director of Conference and Events will set forth

carried into any campus space. This provision is focused on preventing material and substantial interferences. It does not prevent attendees from engaging in silent, nonobstructive protests (e.g., turning their

- d. Advertisers are responsible for the removal and proper disposal of all advertising materials within twenty-four (24) hours after the publicized event has occurred or the time limits or conditions of the advertisement have expired.
- e. Posted materials must not be false, misleading, deceptive, obscene, illegal, or libelous, and must not be directed to and likely to have the effect of inciting or producing imminent lawless action.
- f. Posted materials must not be attached to or placed on any building or facility, including any interior or exterior walls, doors, windows, etc., unless related to an official UAH matter.
- g. Posted materials that do not comply with this policy will be removed.

I. Solicitation and Commercial Activities, etc.

- 1. Solicitation of contributions or fundraising by or for a public official, candidate for public office, or a representative of an official or candidate is not permitted in campus space.
- 2. UAH reserves the right to disallow any political activity that may reasonably imply its endorsement of a political party or candidate, including the use of UAH symbols and landmarks.
- 3. Vendors at an Event (and not under an express UAH contract) may set up a table or booth for product displays or information, distribution of product literature only if the person or organization applies for and receives written permission along with their approved CUR application. Permission will be granted provided (i) the person or organization is sponsored by a UAH organization; (ii) the proposed solicitation activity and product is compatible with the educational mission of UAH and is not prohibited by law or other contractual limitation; and (iii) the person or organization agrees to comply with the time, place, and manner regulations set out in this policy.
- 4. University affiliates must receive permission in writing from the Division of Student Affairs before conducting commercial activities at an Event.

J. Violations of these Policy Guidelines

UAH reserves the right to enforce these guidelines by all reasonably necessary means to ensure compliance. Events or other activity in campus space that are or become non-compliant with these guidelines may be cancelled and/or dispersed. Persons who violate these guidelines may be subject to disciplinary action according to the Code of Conduct, Student Handbook, and/or Faculty Handbook as well as potential law enforcement action. Further, costs to clean up or repair damage associated with an Event or other activity in campus space may be assessed, as applicable, by charging the costs to a student account, a University account, payroll deduction, and/or any and all other methods allowed by law. Persons or groups that repeatedly violate these guidelines may be prohibited from further use of campus space. A University affiliate who invites a non-University

5. Set Up, Clean -Up, and Care of Facilities . Unless otherwise agreed in writing by UAH, You are responsible for all set-up, take-down, and clean-up services in connection with the Event, including all decorations, food, beverages, merchandise, and collection of trash and wares. You agree to pay for all repairs and cleaning that result from the neglect, use or abuse of the Premises by You or any of Your employees, invitees, guests, or others. You are not allowed to toss or distribute seeds, rice, or confetti at an Event. You may not remove furniture from lobby areas, hang decorations on any painted surface in facilities, or use tape, tacks, or nails.
6. Insurance. Unless granted a specific exception by UAH as noted below, You must provide to UAH a certificate of liability insurance from a carrier acceptable to UAH with an A.M. Best rating of A - VII or higher, as evidence of general liability insurance coverage for the use of the Premises and the Event. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity. The general liability insurance policy must name The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds. General liability insurance shall be in the following minimum amounts: \$1,000,000 per occurrence and \$2,000,000 annual aggregate. All events where minors will participate must obtain sexual assault/molestation insurance in compliance with the Child Protection Policy. Depending on factors such as the location of the Event, size of the Event, duration and timing of the Event, presence of alcohol at the Event, format of the Event, and the presence of other reasonable and objectively acknowledgeable risks involved with Your proposed Event, UAH may require an additional amount or type of coverage, or may accept a reduced amount of coverage or no insurance. Any limi(i)2.6 (t)-6.6l32.6 (yd4.2 (e o)10.u.9 ((A)1.8)-6.6 (i)2.6 (on a)10.5 (f)-6.6 ()-2 (ov

21. No disruption of UAH Functions . The Premises may not be used in any way, and the Event may not be conducted in any manner, that