

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:001	Supersedes Policy Number: 3:001
Date: April 26, 2006	Dated: December 15, 2003
Subject: Use of Campus Property and Facilities	Mandatory Review Date: April 26, 2011
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 3:02:02:00
Approved:	President: signature on file

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy [3:02:02:00](#) for use of campus property and facilities.

The policy can be accessed at the following web site:

http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-02-02-00.htm

In addition Austin Peay State University adds the following specific language:

Approval for use Exceptions

With the exception of the following facilities, approval for use will be in the Morgan University Center Facilities Office:

Dunn Center fields	
Dunn Center property	Facilities Manager
Athletic facilities and fields	Athletic Director
Residence Halls (including apartments)	Director of Housing/Residence Life

Procedures for reserving Facilities

1. Affiliated and non-affiliated Groups, organizations or individuals seeking to use university facilities should complete a reservation request (<http://www.apsu.edu/mtg/>).
2. Charges for facility use will be assessed according to the posted schedule www.apsu.edu/mtg/.

Long Term Use of University Facilities (*Long term use will be defined as a request for a facility for longer than one semester and/or 10 days for a lobby table*)

1. Political and/or Religious Groups

Political Groups: Any group or organizations that is requesting use of APSU facilities for regularly scheduled meetings. Examples of these groups would be but not limited to: Democrat or Republican meeting, any group with a political agenda or message.

Religious Groups: The University does not permit long term use of facilities for religious purposes.

Facility agreements for religious groups will be for a maximum of three (3) months non-renewable. Any such use of an APSU facility would be for emergency purposes only (loss of building due to fire or natural disaster). The University also reserves the right to cancel a contract term with appropriate notice before the contract term expires. Political and Religious groups must abide by applicable APSU policies, procedures and guidelines.

2. Community/Civic and Non-Profit: Any group that is community/civic and non-profit and is not political or religious in nature would fall in this category. Examples of groups that would be considered in this category are: Rotary, Humane Society, Audubon Society, etc.

Community/Civic and Non-Profit meetings may be on-going but they must meet outside the regular workday (8 a.m. – 4:30 p.m.), but are subject to a change in location if the designated area is needed for a priority university event. All parking by early morning groups must be cleared before 8 a.m.

Community/Civic and Non-profit groups must abide by applicable APSU policies, procedures and guidelines (APSU policy 3:001).

Free Speech Area

The University Center has designated an area near the Morgan University Center for the purposes of free speech. The Free Speech Area is designed to allow for free speech activities without causing undue interference to classes and other normal operations of the campus. The Free Speech Area is located in The Plaza between The Morgan University Center and the Harvill Bookstore. Follow the link to read the guidelines on the use of the space.

<http://www.apsu.edu/mtg/free%20speech%20area%20guidelines.pdf>

Media Use of University Facilities

In all cases, where a facility space is needed to host a media event (news announcement, radio/TV coverage or use, media coverage of speakers or events, etc) a facility space must be reserved as outlined in this policy. Users are requested to review other APSU policies should the media be invited to campus. Applicable policies:

- [Off-Campus Speakers 3:015](#)
- [Off-Campus Radio Stations Use of Facilities 3:009](#)
- [Media \(with Regard to Campus Emergencies and Crisis Situations\) 99:027](#)

The office of the official at APSU who is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.

Exceptions to this policy can be made upon approval of the President of the University.

Police Staffing Matrix

Note: These staffing criteria listed under High, Medium and Low Risks are the minimum requirements. There are exceptions, which will require you to consult with University Public Safety staff.

Factors that may increase the staffing matrix (Applies to all events)	High Risk (Activity & Attendance)	Medium Risk (Activity & Attendance)	Low Risk (Activity & Attendance)	Factors that may decrease the staffing matrix (applies to all events)
<ul style="list-style-type: none"> • Requests for personal security for speakers, performers, or guests. • Patrons are to be searched at door. • Prior events of similar nature have evoked problems • Anticipation and evidence of protest, demonstrations, disruptions, etc. • Anticipation of large ticket sales at box office. • Anticipated traffic control/direction. • Advance notice of problem. • Outside agency costs to University/regional impact. • Outdoor event • Multiple events same day. • Timeliness of scheduling events. • Other risk factors as determined by Police Department • Alcohol service • Amplified sound. • Non-APSU affiliation • Bomb sweep requested. • Regional advertising. • DJ/Live Band 	<ul style="list-style-type: none"> • Dances (1000+) • Speakers (2000+) • Sporting Events (2000+) • Musical/Staged performances (2000+) • Ceremonies (4000+) • Fairs/ Festivals (2000+) 	<ul style="list-style-type: none"> • Dances (201 – 999) • Speakers (1500 – 1999) • Sporting Events (500 – 1999) • Ceremonies (1000-3399) • Fairs/ Festivals (up to 1999) • Competition Events ie. Pageants Step shows (600+) • Bon fire 	<ul style="list-style-type: none"> • Dances (Up to 200) • Speakers (up to 500) • Sports Events (up to 499) • Classical/Pops/Staged Performances (up to 600) • Ceremonies (up to 999) • Conferences (up to 2999) • Small Concerts (up to 600) • Receptions (up to 1000) • Awards programs (up to 1000) • Pageants (up to 600) 	<ul style="list-style-type: none"> • Poor ticket sales historically. • Competing event elsewhere will affect ticket sales and attendance. • Early release of staff may occur at the discretion of the police supervisor. • Age consideration of audience (e.g., Seniors and supervised children) • APSU affiliation of audience. • Local campus advertising only. • Bring on own staff/chaperones, school resource officers. • Daytime event • Availability of other officers
Must call Police for Assistance	On- Site Police required	On Site Public Safety staff required. Staff must be in direct contact with police if not on-site. (most time this will be police officer but it gives us a little flexibility to substitute a security guard(s) or capable student patrol member(s) if risk factors are very low)	On-duty and/or augmenting Student Patrol members on-site	Must call Public Safety for exception