

Standard Practice Guide Policies

Use of University of Michigan Facilities

601.41

Applies to: All faculty, regular and temporary staff, students, contractors, vendors, volunteers, visitors, and guests

I. SCOPE AND AUTHORITY

This policy governs the use and control of all properties and facilities that are owned, controlled, rented, leased, managed, or operated by the Regents of the University of Michigan (“FACILITIES” or “FACILITY”). The purpose of FACILITIES is to serve the University’s educational, research, service, artistic, and operational objectives (“OBJECTIVES”).

The Regents of the University of Michigan have delegated general authority (<https://regents.umich.edu/governance/bylaws/chapter-iii-business-management-finance-and-property/>) and supervision (<https://regents.umich.edu/governance/bylaws/bylaws-chapter-02/>) over FACILITIES to the Executive Vice President and Chief Financial Officer (“EVPCFO”). The EVPCFO establishes the overarching FACILITIES policy framework in this Standard Practice Guide (“SPG”) and promulgates other FACILITIES-related policies through EVPCFO websites and publications.

II. GENERAL PRINCIPLES—THESE PRINCIPLES APPLY TO ALL FACILITIES

A. The University is a public institution that makes its FACILITIES available for a broad range of uses consistent with its OBJECTIVES. FACILITIES are intended primarily for the use of members of the University community and invited guests; though the University may also make some of its FACILITIES available to members of the general public. In all cases,

1. the University has the exclusive authority to determine how its FACILITIES may be used, under what circumstances, and by whom;
2. University FACILITIES are not open to the public in the same way as municipal or state parks, streets, and sidewalks; and
3. no individual or group has a right to use FACILITIES beyond the confines of University policy or the University’s lawful discretion and practices.

B. In managing FACILITIES, the University prioritizes, among other considerations,

1. the safety, security, and well-being of people and property;
2. compliance with applicable law;
3. orderly, productive, and nondisruptive uses of FACILITIES;
4. effect on the University’s budget; and
5. the intended institutional purpose for particular FACILITIES or activities.

- C. The reservation and use of FACILITIES shall not be afforded or denied in a discriminatory (<https://spg.umich.edu/policy/201.35>) manner or be based, unlawfully, on the viewpoints or protected expression or association (<http://www.spg.umich.edu/policy/601.01>) of those reserving or using FACILITIES.
- D. The policies, practices, and/or processes (“PROTOCOLS”) associated with particular FACILITIES may differ, but in all cases they shall be neutral, generally applicable, enforced equitably and with reason, and consistent with this SPG and other University policies. Units’ FACILITIES PROTOCOLS will be reviewed for compliance as part of the University’s routine auditing processes.

III. USE AND RESERVATION OF FACILITIES

A. **General Use** — FACILITIES include a broad range of spaces, grounds, paths, buildings, structures, rooms, halls, walls, doors, windows, and the like. While the University makes some FACILITIES regularly available for University constituents and/or the public to travel through, interact in/near, or make other formal or casual uses of, all FACILITIES are regulated by the University in service of its OBJECTIVES. Individuals or groups using or present in FACILITIES may not:

1. violate the law or University PROTOCOLS;
2. disrupt University activities or operations or disrupt the lawful, authorized activities of others;
3. obstruct human or vehicle traffic, ways of ingress and egress, paths, stairs, aisles, and the like;
4. fail to cooperate with Division of Public Safety and Security officers or other officials authorized by the University to act on behalf of the University; or
5. use FACILITIES in a way that the University has not made available for that purpose.

B. **Specific FACILITIES Reservation and Use** — Reservation and use of FACILITIES must be made in accordance with the PROTOCOLS of the individual FACILITY.

1. The dean, director, department head, facility manager, or some combination thereof associated with a particular FACILITY shall have the authority to establish use and reservation PROTOCOLS consistent with this SPG, other University policies, and the law. With respect to any particular FACILITY, the use and reservation PROTOCOLS might dictate, for example, among other things:
 - a. who may reserve and/or use the FACILITY;
 - b. what the reservation and/or use process entails;
 - c. how far in advance reservations may be made;
 - d. what costs (if any) are associated with reservation and/or use;
 - e. what limitations or conditions of use exist; and/or
 - f. how the cancellation process works.
2. Individuals or groups affiliated with the University (e.g., faculty, staff, students, recognized student organizations, and other affiliated entities) may reserve or use FACILITIES according to the PROTOCOLS associated with the particular FACILITY. Not all FACILITIES are available for reservation and/or use and some FACILITIES may be available for reservation and/or use by some University affiliates and not others or at some times and not others.
3. Because FACILITIES exist exclusively for University OBJECTIVES, unaffiliated individuals and groups may not typically reserve FACILITIES. Units may seek permission from the EVPCFO if they wish to develop a rubric for enabling unaffiliated individuals or groups to reserve certain FACILITIES. Any unaffiliated party must agree to the terms and conditions for reservation and use

of a specific FACILITY prior to being granted a reservation¹.

¹ Local University units must work with the Office of the Vice President and General Counsel to create a template contract for the use or reservation of their FACILITIES by unaffiliated individuals or groups.

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