

VIKING UNION/STUDENT ACTIVITIES
Exterior Space Use Requests
Guidelines for Considering

The Exterior Space Use Policy states: “Essential to the nature and mission of the University are the creation of a marketplace of ideas and the exchange of information.” Campus exterior, public spaces offer ongoing opportunities for the informal assembly and interaction of members of the campus community. So long as these activities do not adversely impact the normal operation of the University, or violate a specific law or regulation, they are not regulated by the University. Indeed, the University encourages such discussion, dialog and debate as an exercise of individual rights within the educational community and expects that each individual will also respect the rights of others.

The activities listed in these guidelines are subject to the provisions of the Exterior Space Use Policy, Posting Policy, or other scheduling and reservation policies and procedures that might apply depending upon the nature of the request, e.g., Viking Union/Student Activities/ Associated Students Policies and Procedures, WAC 516. These guidelines and pertinent information will be posted in Red Square and included in appropriate informational pieces, as well as being available in the Viking Union Administrative Office. Individuals are expected to review these guidelines prior to chalking or using reserved space. The privilege of reserving and using the University campus for these activities carries with it the responsibility of conducting those activities in a manner that does not disrupt other campus activities and which follows the conditions and requirements of the event reservation.

The following are guidelines only and are intended to provide the basis for the consistent application of the various policies referenced above, insofar as certain types of requests can be anticipated. The final disposition of a particular request depends also upon the assessment of other factors that may be extant at a particular time, e.g., construction activity, , weather, and special events. Since these guidelines are interpretations of policy, they do not stand alone but are intended to be used in concert with appropriate policies.

A. Chalking

1. General Provisions

University community members and recognized groups/offices may use chalk in designated areas of the campus and under specific conditions as a means of expressing their views and exchanging information. If a specific use is not indicated in these guidelines, it is assumed that use is not permitted. Only non-toxic, water soluble chalk may be used. Chalking is permitted only on the ground and may not extend to, or include, walls, columns, art work, benches, tables, or part of any facility or structure. Chalk not in designated or reserved areas will be removed.

2. Open Expression

Any member of the University community may write in the designated Expression area in Red Square, located between Fisher Fountain and Haggard Hall. Only water soluble, non-toxic chalk may be used, and individuals are asked to be efficient in their use of space and leave room for others to do the same. This area will be cleaned on a weekly basis, generally on Friday afternoon. Campus-wide, scheduled events take precedence for use of the square and may require the use of the Expression area on occasion. In such cases, notice will be posted in the area kiosk where information relating to the use of the square is maintained.

3. Reserved Use

Other University space may be reserved for activities related to a special event under the following conditions.

a. Eligibility/Application Process

Chalking areas may be reserved in the same manner and under the same conditions as other space reservations, i.e., on a first-come basis by a University office or recognized organization. All University space use policies and procedures will also apply. In addition, chalking must be an integral part of the event for which the space is being reserved, e.g., a chalk art competition, and must be during the same time as the rest of the event.

b. Areas Permitted/Specific Conditions

Walkways: Only part of a walkway may be reserved for an activity, e.g., chalk art contest, and shall not interfere with traffic flow.

Residence Hall Grounds: Grounds adjacent to Residence Halls will be permitted only for events sponsored by that/those halls and with the approval of the Resident Director.

Fairhaven Courtyard: Areas not in traffic patterns or interfering with Fairhaven College or other departmental activities.

Other Areas: Use will be based upon impact on other campus activities and nature of the event involved.

c. Areas Not Permitted

Walkways and traffic paths except as noted above.

Haskell Plaza and walkway between Haskell and Red Square.

Walls, columns, benches, tables, and artwork, or any part of a facility or structure.

d. Duration and Clean Up

A (3) three-day duration limit: (2) two days for chalking and (1) one day to clean up the chalking (72 hours total). If the group does not clean up the chalking, future permits will be denied.

The maintenance and grounds' crews shall clean up unauthorized chalking (when it is determined to be unauthorized).

B. Other Venues

1. Promotion and advertising of services may be done through designated kiosks, as well as through other campus media.
2. Event advertising and promotion of upcoming events may be done by reserving banner space and utilizing bulletin boards, as well as other campus media.

C. Special Events

Requests for reservations not covered under the above shall be considered on a case-by-case basis but shall not be approved if they fall within the above designations and activities or are in conflict with other University policies.

D. Tables/Information Booths

1. Information Tables: Red Square
 - a. Designated locations – 4 per day/1 per group
 - b. Sponsored by University group
 - c. Activity related to purpose of organization or office
 - d. Maximum use of 6 times per quarter and 3 consecutive days per use
 - e. Permit to be displayed at table site
 - f. Tables provided by VU with exceptions if required
 - g. Activity within ambient noise level and not disruptive to adjacent classrooms
 - h. Limited to table only
 - i. No sales, per Sale of Goods and Services Policy, except as part of larger program or event
 - j. No food give aways except for commercially-packaged items as part of larger event, e.g., election enhancements
2. Special Uses:
 - a. Use related to larger, approved event, e.g., fair, campus-wide barbecue.
 - b. Major, campus-wide events where such are required as part of that event, e.g., orienteering check points, orientation, and multiple-station activity.
 - c. Department/building/operating area related where an adjacent function is using a table in conjunction with a department-related activity, e.g., book sales, and program demonstrations.

[Note: Sections A, B and C are presented as accepted by the Vice President for Student Affairs/Dean on March 15, 1999 and modified on September 16, 1999 based upon the May 5, 1999 recommendation of the University Services Council and edited for legal/editorial purposes. Section C is as implemented by the VU Administration during March, 1999.]