

# Student Services Manual (SSM)

## SSM 802–01: Scheduling Outdoor Campus Activities Areas

Effective: 9/1/1984

Revised: 11/1/2022

### Purpose

To manage the use of outdoor space at ASU under the administration of Educational Outreach and Student Services

### Source

Educational Outreach and Student Services

### Policy

ASU has a limited amount of outdoor space ("[Space](#)") under the administration of Educational Outreach and Student Services that may be reserved for use. ASU does not make space available to individuals or non-ASU organizations for private use. Non-ASU organizations may participate in a scheduled event or activity using space if it is sponsored by an ASU-registered student organization or ASU department and is conducted in accordance with applicable ASU policies and requirements. A fee may also be charged for such use.

In order to protect the health and safety of ASU students, employees, and guests, non-ASU organizations may be required to obtain and provide proof of [insurance](#) prior to the proposed use. Insurance requirements may be waived if the non-ASU organization:

1. agrees to cooperate with the university risk manager in planning the event  
and
2. agrees to enter into an indemnification agreement or other alternative to insurance agreement prior to the proposed use.

### Use of Outdoor Areas for Sales

1. University departments or registered student organizations are permitted to use and reserve space to sell purchased or donated items at their own tables. Trademark approval is required for any ASU items.
2. Registered student organizations are permitted to use and reserve space to sponsor a non-ASU organization whose purpose is to sell or promote goods/services for five days each semester to raise money for the sponsoring student organization. The non-ASU organization must complete the [Sales/Promotion Agreement](#), as specified on the Web site, or the event will be denied or terminated.

### Use of Outdoor Areas for Education, Recruitment, or Expressive Activities by Non-ASU Organizations

University departments or registered student organizations sponsoring non-ASU organizations whose goal or purpose is to recruit employees/volunteers and/or educate and inform the ASU community on matters of public concern are

permitted to use and reserve space for such purposes. The sponsoring university department or registered student organization must follow the reservation procedure.

[Insurance requirements](#) may be waived if the non-ASU organization:

1. agrees to cooperate with the university risk manager in planning the event  
and
2. agrees to enter into an indemnification agreement or other alternative to insurance agreement prior to the proposed use.

## Prohibited Conduct

The following conduct is not permitted:

1. unauthorized entry into, or occupation of, a private office, work, activity area, or reservable space
2. failure to maintain clear passage into or exiting from any part of a university building, campus mall, work, or activity area
3. conduct that interferes with normal activities or traffic in a building, work, or activity area, including failure to vacate upon normal closing time
4. causing physical harm, or reasonable apprehension of such harm, to any person on the university campus or at a university-sponsored activity
5. substantially interfering with the freedom of expression of others on the university campus or at a university-sponsored activity
6. violation of any federal law, state law, Arizona Board of Regents' policy, university rule or regulation, including the American with Disabilities Act of 1990
7. prohibited conduct as specified in the *Student Code of Conduct*
8. fixed or immobile signage of any kind.

## Disruptive Events

Reserving department staff and the office of the Dean of Students is responsible for the use of outdoor space under its purview. If the reserving department staff and/or the office of the Dean of Students finds that an individual or group is interfering with the discipline, mission, or normal activities of the university, they will determine whether the activity is in violation of this policy and whether the activity will be allowed to continue or should cease.

If it is determined that the activity must terminate, participants will be informed by the reserving department staff and/or the office of the Dean of Students staff:

1. the reason why the activity is being terminated
2. that the activity is to cease and participants are to disperse and/or leave university property
3. that the *Student Code of Conduct* may be invoked if the activity does not cease.

If, after being notified, the participants do not cease the activity and disperse, the reserving department staff and/or the office of the Dean of Students staff will consult with the ASU Police Department (ASU PD) to:

1. determine whether there is a threat to the safety or well-being of the ASU community or property and/or,
2. assist with dispersing of participants at reserving department staff and/or the office of the Dean of Students staff request.

Failure to comply will result in the invoking of *Arizona Revised Statutes (ARS) 13-2911* ("Interference with Peaceful Conduct of Educational Institutions") and/or other statutes that may apply.

## **Cross-References**

For information on scheduling events on Palo Verde Main lawn, see:

1. [SSM 1001-04](#), "Use of Residence Hall Facilities by Outside Agencies for Programming Events"  
and
2. [SSM 1001-05](#), "Use of Residence Hall Outdoor Common Areas for Programming."