UConn Law School

Facilities Usage Policy

Table of Contents

I. Introduction 2
II. Definitions 4
III. Building & Grounds Policies 7
IV. Event Policies 17
V. Tabling Policies 20
VI. Space Assignment Policies 22
VII. Other Policies 23

Adopted December 2018
I. **INTRODUCTION**

   **A. Purpose of Law School Facilities**

   The primary purpose of Law School Facilities is to support the University’s educational mission. Law School Facilities are primarily used for academic courses, educational and University-sponsored Events, and programs or activities for Law School students. The use of Law School Facilities by External Groups or for Events that are not affiliated with a University department or group may also be permitted in accordance with this Policy.

   **B. Purpose of this Policy**

   This Policy is intended to set forth the processes, procedures, and requirements for the use of Law School Facilities and to facilitate the efficient, safe, and orderly use of such facilities and grounds, consistent with the Law School’s educational mission and all university and Law School policies as well as all applicable local, state, and federal laws. This Policy also aims to establish standard processes for the use of Law School Facilities, appropriately set expectations for access by members of the public and the Law School community, minimize scheduling conflicts, and optimize the appropriate use of Law School Facilities.

   **C. Applicability of this Policy**

   This Policy applies to all individuals and groups (including Internal Groups and External Groups such as Vendors) with access to, using, or requesting to use, any Law School Facilities.

   **D. General Rule**

   The request, approval, and use of all Law School Facilities must comply with this Policy and all applicable local, state, and federal laws.

   **E. Endorsement of Views**

   Permission to use Law School Facilities does not imply endorsement, sponsorship, or support by the University of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers. As a state-supported institution of higher education, the University remains neutral in political activities, and Law School Facilities may not be used for fundraising events for candidates or parties, or for the dissemination or display of political campaign materials.

   **F. Non-Discrimination**

   The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. UConn does not discriminate on the basis of race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability, veteran status, prior conviction of
a crime, workplace hazards to reproductive systems, gender identity or expression, or political beliefs in its programs and activities. For questions or more information about University non-discrimination policies, please contact the Associate Vice President, Office of Institutional Equity, at 860-486-2943 or by email at equity@uconn.edu. For more information on disability-related accommodations, see “Accommodations” in Part III, below.

G. Institutional Responsibilities

Primary overall responsibility for the Law School Facilities, including compliance with the Americans with Disabilities Act, lies with the Assistant Dean for Finance, Administration, and Enrollment.

The Law School Facilities staff has primary responsibility of the daily operation and maintenance of Law School Facilities. Their role is more fully described in the University Facilities Operations & Building Services Guideline for Maintenance and Repair Services, online at https://policy.uconn.edu/2014/07/14/facilities-operations-building-services-guideline-for-maintenance-and-repair-services/.

The Events Coordinator has primary responsibility for the smooth processing and administration of Events.

The Law School has a Health and Safety Committee and an Emergency Planning and Disaster Preparedness Committee, which engage in whole-campus planning efforts.

H. Conduct

The Law School expects those using its facilities to interact with each other and with Law School staff, faculty, and students in a respectful and considerate manner. Engaging in conduct that varies from this expectation—such as rude, obnoxious, or bullying behavior— or other failure to treat staff in a courteous and respectful manner may result in suspension of facility access, a rejection of a request to host future Events at the Law School, or, under the most severe circumstances, removal from the Law School campus. Vendors must behave in a way that promotes competition without creating a hostile environment for other Vendors or Students.
II. DEFINITIONS

Donation Drive means a collection of articles for donation during a specified time period, typically to be transferred to an organization for distribution.

Event means any planned gathering of individuals or groups, including, but not limited to, performances, forums, rallies, dances, speakers, conferences, concerts, lectures, social functions, celebrations, protests, tailgates, and other presentations. For purposes of this Policy, the term Event shall include Major Events, unless otherwise specified.

Events Coordinator means the Law School employee designated to coordinate events.

External Group means any group, organization, person, or program not directly affiliated with the University. For purposes of this Policy, individuals who are employed by or affiliated with the University shall be considered External Groups if they seek to use the University's buildings or facilities in an individual capacity or as a representative of a third party organization and not within the scope of their employment. Additionally, student groups or organizations that are not Recognized Student Organizations shall be considered External Groups for purposes of this Policy.

Internal Group means any University department, program, committee, council, or other governing body; University-associated entity or sponsored group, including the Law School Alumni Association and University Foundation; Recognized Student Organization; or affiliated legal clinic (including the Center for Children’s Advocacy, Connecticut Community Law Center, and the Connecticut Urban Legal Initiative) requesting to use a University Facility for its own purposes. For purposes of clarification, a University department, program, or Recognized Student Organization is not considered an Internal Group if it is requesting the use of a University Facility on behalf of or for the use of an External Group, or if representatives of such groups are acting outside of the scope of their employment.

Law School means the University of Connecticut School of Law.

Law School Facilities means the each of the grounds and five buildings on the UConn Law School campus, including faculty and staff offices, courtrooms, classrooms, common areas, student spaces, and soccer field. When used in the singular, the term “Law School Facility” refers to one component of the Law School Facilities.

Major Event means any Event where one or more of the following applies:
- Over 50 people are anticipated to attend the Event;
- Public Safety determines that the Event is likely to impact campus safety or security, or require coordination with local law enforcement or other external agencies;
- The Event is likely to interfere with other University business, functions, and/or activities; or
- Alcohol is intended to be served (other than strictly for religious purposes).
The following activities are expressly excluded from the definition of Major Event for purposes of this Policy:

- Academic courses offered by the University;
- Meetings of the Law School Alumni Association, Board of Trustees, Law School Foundation, or University Foundation;
- Faculty meetings;
- University Commencement exercises;
- Vigils, forums, or other Events for the primary benefit of the University community which, by their nature, need to be held in a timely manner, provided, however, that such Events must be authorized in advance by the Law School Executive Director of Student Affairs (for Events held for the primary benefit of the University's students) or by the Associate Dean of Finance, Administration, and Enrollment (for all other Events);
- University alumni events, provided that they are planned, organized, and supervised by University personnel acting within the scope of their employment; and
- Orientations or other meetings or presentations regularly held or conducted as part of University business operations.

**Minor Children** means any persons under the age 18, except persons: using the soccer field, attending an event where the organizer has successfully completed all required training satisfy applicable UConn Policies, or currently enrolled as a University student or employed by the University.

**Parking** means the standing of a vehicle, whether occupied or not, other than while engaged in loading or unloading.

**Recognized Student Organization** means a student organization that has been recognized by the Law School.

**Sponsored Group** means an External Group sponsored by an Internal Group while meeting the following conditions or requirements:

- The Sponsored Group and the associated use of the Law School Facilities is consistent with the mission of the University; and
- The Internal Group has direct involvement with planning and execution of the Event.

For all Events involving Sponsored Groups, the Internal Group that is serving as the sponsor must take on the following responsibilities:

- Serve as the sole point of contact for all other University department(s) and individual(s) providing support for the Event;
- Coordinate all arrangements related to the Event with the relevant University department(s) and individual(s);
- Ensure that a representative of the Internal Group that is serving as the sponsor is onsite at all times throughout the Event; and
- Ensure compliance with this Policy and all other University policies, procedures, and requirements applicable to the Event.
**Table or Tabling** means to be stationed at a table or other stationary location, to sell or promote goods or services.

**University** means the University of Connecticut, including its Law School

**Vendor** means an External Group using or attempting use space at the Law School (including Tabling) to promote their product or mission to members of the Law School community.

**Vendor Representative** means any person who is an employee, volunteer or agent (including student employees or representatives) of the Vendor.
III.  BUILDING & GROUNDS POLICIES

Access by the Public

Law School Facilities are primarily intended for University faculty, staff, and students. Members of the public are welcome to access the following Law School Facilities: the legal clinics (for appointments or official business only), the Thomas J. Meskill Library, and the Law School Facilities associated with a specific Event for which they are pre-registered. In addition, members of the public are welcome to enjoy the Law School grounds between the hours of 8:30 a.m. and 5:00 p.m. Patrons of the Thomas J. Meskill Library are encouraged to view building hours.

Building access after-hours is only available to University faculty, staff and students with appropriate identification. Students, faculty, and staff are encouraged to keep their identification cards with them at all times to ensure access to spaces not open to the public.

A photo identification card (or other satisfactory identifying information) is required for all non-University personnel. Minor Children must be accompanied by a parent or guardian, and Minor Children may be excluded from certain Events. All users must comply with the Protection of Minors and Reporting of Child Abuse and Neglect Policy, online at https://policy.uconn.edu/2016/03/29/protection-of-minors-and-reporting-of-child-abuse-and-neglect-policy/.

Accommodations

Employees, students, visitors, and applicants with disabilities may request reasonable accommodations to address limitations resulting from a disability. The Law School is committed to providing equal access and full participation for individuals with disabilities within all University programs and activities. Faculty and staff seeking reasonable accommodations for a disability are encouraged to contact the ADA Case Manager in the Human Resources office at (860) 486-2036. Students seeking reasonable accommodations and guests or visitors seeking an accommodation to participate in any Event or any Law School program, activity, or service are encouraged to contact the Executive Director of Student Affairs by calling 860-570-5244 or by emailing law.access@uconn.edu. The University’s Accessibility portal is online at https://accessibility.uconn.edu/. The Law School reserves the right to bill the organizers of Events associated with External Groups for the cost of any disability related accommodations provided by the Law School.

Alcohol

Alcoholic beverages are prohibited on campus except if and to the extent authorized in association with an Event, and if served by the University Department of Dining Services, and if in compliance with the University’s Alcoholic Beverage Sales and Service Policy, online at https://policy.uconn.edu/2017/08/24/alcoholic-beverage-sales-and-service-policy/.
Alterations

Only the Law School Facilities staff may alter University property. The use of nails, thumbtacks, and tape on the walls of any Law School Facility is prohibited by any person other than a member of the Law School Facilities or Events staff.

Amplification

Amplification is not allowed on the grounds of the Law School except for official University-sponsored events such as Commencement. Amplification is allowed inside the Law School Facilities where pre-approved in association with an Event or authorized by a professor or the Law School administration for classroom use.

Animals

All users must adhere to the University Animals on Campus Policy, online at https://policy.uconn.edu/2017/06/12/animals-on-campus/. In general, in accordance with that Policy, animals are not permitted inside Law School Facilities except for:

- Animals required for teaching or research
- Animals used in police, search, and rescue operations
- Animals trained for and used in a clinical therapeutic setting, such as a counseling office
- Fish in aquariums no larger than 10 gallons, with the approval of a supervisor
- Animals associated with Events, with the approval of the Events Coordinator in consultation with the Associate Dean of Finance, Administration, and Enrollment, and
- Service and assistance/support animals specifically trained to perform a task for the benefit of an individual with a disability, where the tasks performed by the animal are directly related to the individual’s disability and where the animal is necessary to afford a person with a disability an equal opportunity to use the Law School Facilities.

Domestic animals are allowed on Law School grounds. It is suggested all dogs be leashed while on campus. Users must remove all waste left on Law School grounds.

Balloons

Balloons are prohibited in any Law School Facility and may not be released into the air from the Law School campus.

Bicycles

Bicycles should be chained to the bicycle racks located in various locations across campus, including locations outside of William F. Starr Hall, the Thomas J. Meskill Library, and the in the picnic grove near Hosmer Hall. Bicycles locked to lampposts and similar fixtures, or left in the entryway to any building, will be removed and routed to the UConn Police Department for disposal.
For those without their own bicycles, Lime Bikes are available for rental in the picnic grove near Hosmer Hall.

_Closings_

UConnAlert, online at www.alert.uconn.edu, is the official emergency alerting system for the University of Connecticut and is the definitive source of information regarding emergency information, campus operating status, and major alterations to University schedules.

The Office of the President, Executive Vice President and Chief Financial Officer, and the Office of the Provost are jointly responsible for making the decision regarding campus status for weather events. The full University Emergency Closing Policy is online at https://policy.uconn.edu/2011/10/27/emergency-closing-policy-2010-2011/.

All Law School community members are strongly encouraged to ensure that their cell phone numbers are included in UConnAlert system so that they receive timely information about closures or changes in operation. Updates are also available online.

_Collection Bins & Drives_

Internal Groups may request a location on campus to host a collection for a Donation Drive. External Groups may not hold Donation Drives on campus. For a Donation Drive in the Thomas J. Meskill Library, there is a wooden box to serve as a collection container. Donation Drives may be held in the Library at the base of the stairs on the 3rd floor or inside the 4th floor student lounge.

Only one Donation Drive on campus may be held at a time. Donation Drives will not be conducted for more than fourteen (14) consecutive days. A Donation Drive Policy & Reservation Form should be completed for each Donation Drive conducted, and a point of contact must be identified. Completed forms shall be submitted at least two (2) weeks prior to the date of the proposed drive.

The Law School does not assume any responsibility for the security of donated items. All donated materials must be removed from campus at the conclusion of the Donation Drive.

_Community Garden_

The West End Community Garden, which is operated by a nonprofit called Knox, is located on campus. For information about the Garden, please connect with Knox directly at www.knoxxhartford.org.

_Computers_

The Law School provides access to a wireless network primarily for University faculty, staff, and students. The Law School provides access to computers solely for Law School faculty, staff, and
students. Guests may log into UCONN_GUEST wireless network. The use of the computer lab in the Thomas J. Meskill Library is strictly for Law School students, currently enrolled.

Within the Thomas J. Meskill Library and during classrooms, all electronic devices should be muted. Please use headphones to listen to sound on your device. Ear plugs are available at the Circulation Desk. Devices may not be connected or attached to any library computing or printing hardware.

Kiosks are available for public use at the Thomas J. Meskill Library and are intended to support legal research. Use of these computers is limited to legal or academic research, including the catalog and legal database searches, and related functions. Patrons should visit the Main Desk for login credentials. Patrons with a demonstrated legal research need, requiring extended use of the library’s computers, may request extended time on the computer by speaking with a member of the Library staff.

Any user of a University electronic device or wireless network is bound by the University Acceptable Use Policy, online at https://policy.uconn.edu/2012/06/21/acceptable-use-information-technology/.

Fitness Center

The Law School fitness center is available for current students, faculty, and staff. It is located in the basement of William F. Starr Hall, and the hours of operation are during the opening hours of that building (see “Hours” below). Users of the fitness center are required to sign a use agreement and use the facility at their own risk.

Food

In Hosmer, William F. Starr, Chase, and Knight Halls, the consumption of food is allowed only in the following locations: classrooms; Koskoff, Koskoff & Bieder courtroom (but not the Davis Courtroom); individual faculty and staff offices; designated kitchen and lounge areas; the Brown Family Campus Center; the Reading Room; and Janet M. Blumberg Hall. Preparation of food is allowed only in designated kitchen areas.

In addition, the Thomas J. Meskill Library allows some food and beverages as follows:

- No food preparation may occur in the Library, other than in the staff lounges.
- No food or beverages are allowed at computer workstations, Special Collections, stacks areas (near books), or the 1st floor.
- The consumption of covered beverages and small, contained snacks is permitted on floors 2-5 only.
- The consumption of open plates of food, as well as messy, aromatic foods such as pizza and other takeout meals, is permitted only in the Brown Family Campus Center on the third floor and in the Law Student Organization Space (limited to Law School students) on the fourth floor.
The consumption of food is also allowed in the Brown Family Campus Center. Though individuals may bring their meals, UConn Dining Services is the exclusive food vendor for any food purchased in the Center. Events held in the Center must use the catering services of UConn Dining Services, unless the Events Coordinator has provided written approval for an alternative vendor in advance.

Individuals who consume foods in areas where food is not permitted will be reminded of the policy and asked to relocate. Food deliveries are allowed for pre-approved Events only, or for deliveries to small groups for private consumption.

In all Law School Facilities, unattended food and beverages are subject to being disposed of by Law School staff. For anyone that uses food, all areas should be as clean as, or cleaner than they were before study or use. Trash and recyclables are to be placed in the appropriate containers, and spills should be wiped up. Should Law School property be damaged as a result of a food spill or failure to protect surfaces from hot food, the Law School may seek reimbursement from responsible parties for repair or replacement of damaged property. Paper towels are available in multiple locations around campus, including the Thomas J. Meskill Library Circulation desk.

All Law School Facilities users must abide by the Policy on Open Flames, Hot Work, and other Heat Producing Activities, online at https://policy.uconn.edu/2015/02/12/open-flame-policy/

**Hours**

Hours of Law School Facilities change during various times of the academic year. Generally, administrative hours and clinics are open between 8:30 a.m. to 5 p.m., Monday through Friday, though these hours may change depending on staff availability. Buildings are closed on the weekends, except the Thomas J. Meskill Library and buildings required to be open for authorized approved Events.

- Thomas J. Meskill Library
  Hours are regularly updated online at https://library.law.uconn.edu/about-building-information/library-hours
- William F. Starr Hall, Knight Hall, & and Cheryl A. Chase Hall
  Monday - Thursday: 8:00 am - 8:00 pm
  Friday: 8:00 am - 6:00 pm
- Hosmer Hall
  Monday - Friday 8:00 am - 6:00 pm

**Keys & Electronic Access Cards**

Keys and electronic access cards are issued to individuals to access Law School Facilities only upon authorization by the proper administrative officer. They are not to be copied for any purpose or passed on from individual to individual. Possession of a key which has not been properly authorized is a breach of University regulations of serious proportion. No deposit is required for keys issued. Fees will be assessed for lost keys. Keys must be turned in at termination of employment.
Library Policies

Details on all facilities usage policies for the Thomas J. Meskill Library are online at https://library.law.uconn.edu/about-policies/all-library-policies.

Lost and Found

There are two lost and found locations on campus: the Dean’s Office in Chase Hall and the Circulation Desk at the Thomas J. Meskill Library.

Never leave personal items unattended. The University assumes no responsibility for personal property lost or stolen within the Law School Facilities.

Lounge Areas

Faculty (including adjunct faculty) and staff lounges are located in William F. Starr, Hosmer, and Chase Halls and in the Thomas J. Meskill Library. Student lounges are located in Thomas J. Meskill Library and Knight Hall. For policies related to food in these lounges, please see “Food” above.

Lockers

Lockers are located in Knight Hall. The Office of Student Affairs is responsible for assigning lockers for those who request them.

Mail

A United States Postal Service (USPS) mailbox is located on the walkway between Cheryl A. Chase Hall and Hosmer Hall. University Mail Services handles USPS mail according to USPS policies governing the disposition of mail.

The use of University Mail Services is restricted to University business conducted by University personnel. This includes the receiving and sending of mail which contains University business and is never available for personal use. For more information, see the University Mail Service Policy online at https://policy.uconn.edu/2011/05/31/917/.

Maintenance

The Law School Facilities staff has primary responsibility for the maintenance of Law School Facilities. Faculty and staff members may visit the Facilities website at https://www.law.uconn.edu/portal/faculty-staff/faculty-staff-portal-home/resources-all-employees/facilities. Work orders for maintenance may be placed online at https://fo.uconn.edu/work-order-control/.

Noise
All electronic devices, including cell phones, must be silenced during classes and within the Thomas J. Meskill Library. The Library has designated zones to accommodate customer needs for silent study, group collaboration, and Events:

- **Green zone** - 3rd & 4th floors - collaborative, quiet conversational noise.
- **Yellow zone** - 2nd & 5th floors - quiet place for group and individual study. Minimal whispered conversation.
- **Red zone** - 1st floor - silent individual study. No conversation or food. Quiet group work in study rooms.

For the policy on amplification, see “Amplification” above.

**Parking**

Parking at the Law School is available to authorized permit holders or to visitors who pay to park.

Information for faculty, students, and staff seeking to obtain a permit is online at http://park.uconn.edu. Information for contractors seeking to obtain a permit is online at https://policy.uconn.edu/2016/02/04/contractor-parking-policy/. Permits must be conspicuously displayed.

Information about the operator of meters, PayByPhone, is online at www.paybyphone.com.

In general, parking is permitted within lined and/or surfaced lots only, and vehicles must be parked within the lines. Parking is prohibited at fireplugs, fire lanes, and sidewalks. At no time should service drives or trash pickup areas be blocked. The University reserves the right to ticket or tow any offending vehicles.

Overnight parking is not allowed, and vehicles left overnight may be towed, even if they have a valid permit. Anyone camping or sleeping in his or her vehicle overnight will be asked to leave and may be subject to fines. The Law School, in the discretion and with the express permission of the Director of Facilities, may allow authorized permit holders to park in campus parking lots during snow events.

**Photography & Video**

Visitors and members of the University community are welcome to take photographs of the exterior of any campus building and other interior locations on campus for their own private and noncommercial use.

Recording through photography and video of the following types of spaces and activities are strictly prohibited, except where expressly authorized in writing by the Director of Communications or the Assistant Dean for Finance, Administration, and Enrollment:

- Classrooms while class is in session
- Any of the Law School clinics
Any Event primarily intended for Law School students, except by Law School faculty, staff, students, and photographic contractors

Professional photography for commercial purposes.

Any space designated for personal or private use, including, but not limited to restrooms, shower area, staff and faculty offices, fitness center, and lounges.

Reassignment of Access

No person or entity that has been granted access to a Law School Facility (including access for Events or Tabling) may reassign his, her, or its access to any other person or entity. No person with a key or electronic access card to a Law School Facility may give such key or electronic card to any other person. A parking pass may be transferred from one car or user to another only in accordance with University Parking Policies, online at http://park.uconn.edu.

Refrigerators

The following five refrigerators are subject to this policy: the two refrigerators in the Hosmer Hall second floor lounge and in the basement, the two refrigerators in the Thomas J. Meskill Library (one in One Stop and one in the third floor), and the refrigerator in the first floor family room of William F. Starr Hall.

Staff and faculty (including adjunct faculty) are allowed to use the refrigerators, other than the refrigerator in the basement of Hosmer Hall. Student workers in the Library may use the refrigerator on the third floor of the library. Students may use the refrigerator in William F. Starr Hall and the refrigerator in the basement of Hosmer Hall.

The refrigerators are subject to the following usage policies:

- **Sign In Policies**: Any person using the refrigerator must add his or her name and email address to a posted list.
- **Cleaning Policies**
  - All rotting, expired, and spoiled food (and their containers) will be thrown out.
  - Users must clean spills when they happen.
  - Additional cleaning policies will be posted on or near the refrigerator, as determined by the most frequent users of the refrigerator [– or in the case of the refrigerator in the basement of Hosmer Hall, as determined by the Student Bar Association].
- **Storage Policies**
  - Food and drink must be stored in leak-proof and closed containers, other than “take-out”-type containers.
  - Each item must be labeled with the owner’s name.
  - Refrigerators may not be used for semi-permanent storage.
  - Each person may use the minimum amount of space reasonably necessary for food-related needs within a 24-hour period.
- **Temperature Policies**
  - Users must shut the refrigerator and freezer door firmly.
  - Only Law School Facilities personnel may adjust the temperature settings.
o The use of refrigerators on campus for the storage of breastmilk, insulin or any other personal or medical items is strictly at one’s own risk. The Law School bears no responsibility for maintaining its refrigerators in a sterile condition or at a highly regulated temperature.

Security Cameras

The University operates security cameras throughout the Law School Facilities. The University Security Camera Policy is online at https://policy.uconn.edu/2014/09/30/security-camera-policy/

Signs

Internal and external signs may be posted and installed only by the Law School Facilities staff, except for:

- Temporary interior signs, which may be posted by University faculty, staff, and students only, and only on designated bulletin boards clearly intended for such purposes in the Hosmer Hall basement, Knight Hall lounge, and the Law Library.
- Signs on faculty and staff office areas, which are associated exclusively with the faculty or staff member posting such signs
- Temporary exterior signs associated with an Event, with the approval of the Events Coordinator, which shall be removed within one hour of the completion of any such Event.

The Law School administration reserves the right to remove temporary interior signs that are: out of date (defined as one day after the event), duplicative of other signs already displayed in the area, greater than 11” x 17”, offensive, violative of any University Policy (including the Policy on Harassment, online at https://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence/), contain political advertising or solicitations, or for other reason that does not conflict with First Amendment rights. Bulletin boards may be completely cleaned of materials during the winter intersession or during the month of August.

Signs posted on walls, doors, windows, or anywhere other than designated bulletin boards identified above, will be removed and discarded. Exceptions may be made by the Events Coordinator or Executive Director of Student Affairs.

The Law School reserves the right to fine, prosecute, or collect damages from any individual or entity that posts signs in a way that damages University property or requires significant staff resources to collect or remove.

Smoking

Smoking is prohibited in interior of all Law School Facilities and vehicles, and in all outdoor locations within 25 feet of any entrance to a Law School Facility. The full University Smoking Policy is online at https://policy.uconn.edu/2011/06/02/smoking/.

Space Heaters
Space heaters pose serious fire and electrical hazards and are not efficient from an energy use perspective; therefore, the use of space heaters is strongly discouraged. In circumstances where the University approves the use of a space heater, such use must comply with the Policy on the Use of Space Heaters in University Buildings, online at https://policy.uconn.edu/2012/01/11/use-of-space-heaters-in-university-buildings/.

**Speed Limit**

The campus speed limit is 5 miles per hour. Everyone is expected to operate vehicles in a safe manner commensurate with road and weather conditions.

**Student Organization Offices**

From time to time and in the sole discretion of the Law School, Recognized Student Organizations may be assigned offices. Recognized Student Organizations are responsible for maintaining a clean and orderly office, properly disposing of food and beverages, eliminating fire safety hazards, and being energy-efficient.

**Surplus Property**

Surplus property within the Law School campus must be treated in accordance with the University Surplus Property Policy and Procedures, online at https://policy.uconn.edu/2011/06/02/surplus-property-policy-and-procedures/.

**ZipCar**

There is one ZipCar available for rental through the typical ZipCar process, online at www.zipcar.com. The car is located in Parking Lot B, near the electric car charging station.
IV. EVENT POLICIES

A. Introduction

Events may occur in Law School Facilities, as long as they comply with this Policy. The Law School has the sole discretion to approve or deny the use of any Law School Facility for any reason. Events, including events allowing minors, may be reviewed for compliance by the Office of Audit, Compliance and Ethics.

B. Requests

All requests to use Law School Facilities must be made in writing, accurately identify the individual or group making the request, provide an explicit description of the proposed Event, provide the expected number of Event attendees or participants, and provide information on any logistical needs required for the Event. For External Groups, requests should be directed to the Events Coordinator.

Requests made by an Internal Group or a Sponsored Group to use Law School Facilities for Major Events must be made at least four (4) weeks prior to the date of the Major Event. Requests made by an Internal Group or a Sponsored Group to use Law School Facilities for all other Events may be made at any time.

Requests made by an External Group to use Law School Facilities for Major Events must be made at least six (6) weeks prior to the date of the Major Event. Requests to use Law School Facilities by External Groups for all other Events must be made at least two (2) weeks prior to the date of the Event. Additionally, the schedule below sets forth the earliest dates for External Groups to request to use Law School Facilities:

- For Events during Fall Term – April 15
- For Events during Winter Term – November 15
- For Events during Spring Term – February 15
- For Events during the summer or during other breaks/periods while classes are not in session – no earlier than six (6) months prior to the date of the Event

C. Evaluation of Requests

For a list of priorities in the assignment of space, see “VI. Space Planning” below.

There is no set timeline for the evaluation of requests to use Law School Facilities. The University will evaluate and respond to requests in its sole discretion. Pending requests may be deferred for any length of time or for any reason.

D. Fees
The facility usage fees for Law School Facilities will vary by the specific Law School Facility being used. Internal Groups and Sponsored Groups will not generally be charged a facility usage fee, but may be responsible for other costs associated with the Event, as determined by the Law School in its sole discretion. External Groups using Law School Facilities may be charged a facility usage fee depending on the type or nature of the Event and/or the Facility being used.

A deposit may be required. External Groups will also be responsible for all other costs associated with the Event, including, but not limited to, parking attendants, security, audio visual services, catering, custodial services, opening after normal business hours, and technical equipment. The Law School reserves the right to bill guests of Events associated with External Groups for any disability related accommodations provided by the Law School.

E. Security

The level of security required shall be in the sole discretion of the Law School and the University, considering the following factors:

- The proposed location of the Event;
- The profession of, notoriety of, or public interest in the speakers or attendees;
- The anticipated number of attendees;
- The time of day that the Event is taking place;
- The date and day of the week of the Event;
- The proximity of the Event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented;
- The resources necessary to secure the Event;
- The anticipated weather conditions;
- The anticipated duration of the Event; and
- Any similar considerations relevant to the assessment of security needs.

The security required may include but is not limited to: presence of University or Law School staff, presence of University Police, private event security, identification checks, bag searches, bag prohibitions, wristbands, readmittance policies, or other measures.

F. Written Agreement

The Law School requires all External Groups to sign its Facilities Usage Agreement. The Facilities Usage Agreement details additional responsibilities relating to catering, alcoholic beverages, insurance, minor reporting, indemnification, and other requirements.

This Agreement must be signed by an authorized representative of the External Group and returned to the Events Coordinator at least six (6) weeks prior to the Event if the Event is a Major Event, and at least four (4) weeks prior to all other Events.

Internal Groups will generally not be required to sign the Facilities Usage Agreement. Sponsored Groups may be required to sign a written agreement if requested by the Events Coordinator.

G. Damages
All users of Law School Facilities shall be fully responsible for any damage, loss, or destruction of University property that occurs as a result of an Event, ordinary wear and tear excepted.

**H. Cancellations**

The University reserves the right to cancel, or to substitute an alternative space for, any reserved Law School Facility in its sole discretion. If an event is canceled, the Events Coordinator will contact the party who reserved the space to discuss the cancellation and opportunities for rescheduling.

Cancellations by the reserving party within forty-five (45) days of the Event – for a reason other than an extreme weather event, significant change in the character or comfort of the Law School Facility, or lack of accessibility of the Law School Facility – will result in forfeiture of any deposit and reimbursement to the Law School for all costs already incurred in association with the Event.

**I. Minors**

V. TABLING POLICIES

A. Introduction

An individual or entity may Table in specified Law School Facilities, as long as they comply with this Policy. The Law School has the sole discretion to approve or deny the use of any Law School Facility for any reason. For External Groups, including Vendors, additional limitations may apply.

B. Locations

Vendors may Table in the following areas only, or other locations with prior written authorization:
- Knight Hall student lounge
- Law School grounds, such as the courtyard between William F. Starr Hall and the Thomas J. Meskill Library

C. Requests

All requests to use Law School Facilities must be made in writing, accurately identify the individual or group making the request, provide an explicit description of the proposed usage, provide the expected number of individuals vending, and provide information on any logistical needs required for the Event. All Vendors must submit a list of Vendor Representatives operating on campus on its behalf to the Law School Student Affairs Office.

Requests made by an Internal Group or a Sponsored Group to use Law School Facilities for Tabling may be made at any time. Requests made by External Groups to use Law School Facilities for Tabling must be made at least two (2) weeks prior to the date of the proposed Tabling.

The Law School’s Student Bar Association is responsible for reserving and coordinating the use of the Knight Hall Student Lounge for approved Vendors, pursuant to their policies regarding Vendor Tabling. The Law School Office of Student Affairs is responsible for reserving and coordinating any other Tabling and Vendor-related activities.

D. Evaluation of Requests

For a list of priorities in the assignment of Tabling space, see “C. Priorities” in Part VI, below.

Reservations are considered in the order in which requests are received, with special consideration for a Registered Student Organization. There is no set timeline for the evaluation of requests to use Law School Facilities. The University will evaluate and respond to requests in its sole discretion. Pending requests may be deferred for any length of time or for any reason.

E. Fees
Fees may be assessed on External Groups for the use of a Table, in the sole discretion of the Executive Director of Student Affairs. A deposit may be required. External Groups will also be responsible for all costs associated with the Tabling, including but not limited to service personnel (such as University Police or other security, audiovisual technicians, or Event staff), equipment rental, and parking.

F. Written Agreement

The Law School will require External Groups to sign the Vendor Policy Agreement. Among other responsibilities, a Vendor must stay in its/his/her assigned area (within arms’ length of the table), provide clear signage, store materials under the table, remove materials each day, and staff the table for the duration of the reservation. Vendors must refrain from using additional display structures (including sandwich boards) and must refrain from calling out to passers by. A full Vendor Policy (including contract) addressing Tabling, as well as other communications, programs, and services routinely offered by Vendors, may be obtained from the Law School Office of Student Affairs. Failure to abide by the policy, including (but not limited to) promoting or selling products on campus grounds without prior authorization may result in Vendors being prohibited from future use of Law School Facilities, for Tabling or otherwise.

G. Damages

All users of Law School Facilities shall be fully responsible for any damage, loss, or destruction of University property that occurs as a result of Tabling, ordinary wear and tear excepted. The Law School is not responsible for items left during Tabling.
VI. SPACE ASSIGNMENT POLICIES

A. Introduction

All space belongs to the University and is assigned to units, schools, departments or programs based on University’s priorities and the functional requirements of each user group. The University may reallocate space at any time as needs and priorities change.

B. Institutional Responsibilities

The Dean of the Law School has ultimate authority over space assignments within the Law School Facilities. The Assistant Dean for Finance, Administration, and Enrollment; the Events Coordinator; the Executive Director of Student Affairs; and the Registrar are responsible for allocating and managing space occupied by activities under their control or within their divisions.

C. Priorities

Decisions regarding the allocation of occupied and unoccupied space are based on campus and program priorities, Academic and Strategic Plans, the Master Plan for the campus, and overall need.

In scheduling the use of Law School Facilities, academic courses shall be given the highest priority. Once academic courses have been accommodated, the use of Law School Facilities shall be prioritized as follows:

- Internal Groups seeking to use Law School Facilities for the purposes of carrying out University business;
- Internal Groups seeking to use Law School Facilities for a purpose consistent with the mission of the University;
- Internal Groups seeking to use Law School Facilities for any other legitimate purpose;
- Sponsored Groups seeking to use Law School Facilities for a purpose consistent with the mission of the University;
- Sponsored Groups seeking to use Law School Facilities for any other legitimate purpose;
- External Groups seeking to use Law School Facilities for purposes consistent with the mission of the University; and
- External Groups seeking to use Law School Facilities for any other legitimate purpose.

The University will evaluate all requests to use Law School Facilities received by External Groups based on the following criteria:

- Compatibility with the University’s mission;
- Potential for economic enhancement;
- Opportunity to support University alumni and friends;
- Development of community relations;
- Compatibility with maintenance and construction requirements; and
- Potential for disruption to University operations.
VII. OTHER POLICIES

All users and uses of Law School Facilities must comply with all applicable laws, ordinances, rules, and regulations of any federal, state, or local government or administrative agency, including fire codes, occupancy limitations, and health codes.

Additionally, all users and uses must strictly comply with all applicable University policies and procedures. Such policies and procedures include, but are not limited to:

- The procedures incorporated by reference in this Policy
- General University policies online at policy.uconn.edu
- University Policies on Facilities and Safety online at https://policy.uconn.edu/facilities-and-safety/
- Policies of the Office of Institutional Equity, online at https://equity.uconn.edu/policiesprocedures/
- Health and Safety Policy, online at https://policy.uconn.edu/2011/05/19/health-and-safety-policy/
- General Rules of Conduct, online at https://policy.uconn.edu/2011/05/24/general-rules-of-conduct/