APPALACHIAN STATE UNIVERSITY
FACULTY SENATE MINUTES
November 8, 2004

At 3:20 p.m. on November 8, 2004, Chair Moore convene
the faculty
Senate meeting in the University Conference
I. ANNOUNCEMENTS

A. Chair Moore welcomed visitors and asked that they introduce themselves. (See visitors' names after voting sheet.)

B. Chair Moore stated that the Faculty Senate is responsible for setting the terms of the Renewable Energy Initiative faculty members Dennis Scanlan and Chuck Smith, voted in last month, at three year terms which will begin with the first meeting of the REI. He requested a Senate motion regarding this subject. It was so moved. Senator McGarry moved and Senator Kaenzig seconded.

VOTE -1 Motion to set the terms of the Renewable Energy Initiative faculty members Dennis Scanlan and Chuck Smith to three years, which will begin with the first meeting of the REI.

YES 22 NO 1 ABSTAIN 0

The motion passed.

C. Chair Moore announced that there will be a special meeting of the Faculty Senate for Monday, November 15, 2004 at 3:15 pm in 224 I.G. Greer to meet with Chancellor Peacock to discuss the Provost Search.

D. Chair Moore announced the Chancellor’s Advisory Committee meeting date and asked for volunteers to attend to represent Faculty Senate.

Monday 11/15/04 2-4

Mike Moore, Eric Marland, Gayle Weitz, and Margaret Yaukey, Martha Marking, and Rick McGarry will attend this meeting. Chair Moore also asked if there were other items to add to the agenda? He stated the known agenda items listed in the Advisory Committee report included with the Faculty Senate Nov. 8 agenda and with these minutes.

Senator Marking announced that Health Promotions is working on guidelines to help faculty and staff prevent having flu.

E. An additional announcement was made by Chair Moore that Dr. and Mrs. Peter Petschauer are inviting faculty and staff to visit together at their home Thursday, November 11 from 5-7 PM.
II. VISITORS REPORTS
A. Chair Moore introduced Neva Specht, Campus Coordinator for the UNC in Washington, D.C. program. She handed out brochures and showed their website for reference. She stated that there are fourteen campuses in the UNC system involved in the program and that 3 students from each of the fourteen schools will attend for Spring and Summer semesters.

B. Chair Moore introduced Harry L. Williams, Associate Vice Chancellor for Diversity and Vice Chancellor of Academic Affairs, who talked about off-campus centers in New York and Washington and gave a presentation on student profiles. He stated that Margaret Yaukey, representing the Faculty Senate on the Off-Campus Facilities Advisory Board, is now officially a voting member of that committee. Regarding the New York facility: it has been re-furbished and has wireless Internet access. The Washington facility renovations will be complete in June 2004. Student enrollment was displayed in graphs showing geographic distribution by County, State, Country, and World; SAT score averages; and diversity. ASU is working on an Allied Health Curriculum, as this is an area requested by more prospective students each year.

III. MINUTES
Chair Moore asked for approval of the October 11, 2004 minutes if there were no corrections or additions. Senator Kaenzig moved and Senator Smith seconded that these minutes be approved.
VOTE: 2 Motion to approve the October 11, 2004 minutes.
YES 24  NO 0  ABSTAIN 0
The motion passed.
Available online at: <http://www.facsen.appstate.edu/Minutes/oct04minutes.html>

IV. PROVOST'S REPORT
Stan Aeschleman, Interim Provost, discussed the following:
Five-Year Plan for Distance Education
There is a draft policy on Establishing and Reviewing Centers and Institutes. Chair Moore has a copy.
A Task Force has been established for Honors Program.
There is a dire need for space access and redistribution on campus.
Invitations will be sent out for a Task Force on General Education.

He responded to some pending Resolutions submitted by Faculty Senate for approval:
1-FS02-03/01-01- Regarding Review of Administrators as Amended-
Administrators in the Office of Academic Affairs including the Provost, Associate and Assistant Vice Chancellors be reviewed by faculty, beginning in September of administrators third year and every three years thereafter.
RESPONSE: I stand ready to work with members of the Senate to develop an evaluation instrument.

2-FS02-03/01-03 – Motion Regarding Advisory Boards have Written Bylaws (as amended)- All external departmental advisory boards have written bylaws and that these bylaws be included on the department web page.
All college or school advisory boards have written bylaws and that these bylaws be posted on the college or school web page.
RESPONSE: At the November 17, 2004 meeting with the Deans, the Deans were asked and agreed to comply with both of these motions by the end of the 2004-05 academic year. Please see included memo.

3-Senator Rardin's motion from the floor on course repeats and late drops (as amended & revised)- Whereas the Faculty Senate believes that the current policy on course repeats and late drops is too liberal, the Faculty Senate requests AP&P to re-visit the current policy on course repeats and late drops.
RESPONSE: Dr. Tim Burwell has formed a committee to evaluate the current course repeat and late drops policy, and a report will be submitted to the Senate before the end of the 2004-05 academic year.

4-FS03-04/09-01- Resolution on teaching load (as amended)-
RESPONSE: Because the resolution on teaching load contains no explicit expectation regarding scholarly productivity for faculty members on a 9 hour teaching load, I do not approve the resolution. However, I am committed to working with members of the Senate to draft a resolution that includes this provision as part of a “9 hour standard load.”

5-FS03-04/09-03- Resolution on office hours-
RESPONSE: Response pending until survey data have been submitted

6-Motion to approve Faculty Handbook changes in text as written in #3 of the Faculty Handbook Committee report (Please note that the wording of this motion is subject to change.)
RESPONSE: Response pending outcome of discussion with Council of Chairs.

7-Motion to approve Faculty Handbook changes in #4 of the Faculty Handbook Committee report (as amended)
RESPONSE: Response pending outcome of discussion with Council of Chairs

8-FS03-04/10-03-Resolution on Cooperation in Campus Planning (as amended)
RESPONSE: The Chancellor has approved the creation of a Space Management position, and a search to fill this position will begin in January 2005. The position will be contained in the Office of Institutional Research, Assessment and Planning. The creation of this position should address the concern expressed in this resolution.

9-FS03-04/12-01-Require the Chair of the Academic Policy and Procedure Committee (AP&P) be a faculty member and not the Provost (or his/her designee)
RESPONSE: Motion approved

10-FS03-04/12-03- Establishment of ad-hoc Committee on Graduate Education
RESPONSE: An Ad-hoc committee to evaluate Graduate Education has been established, and a report will be submitted to the Senate before the end of the fall semester 2005.

11- FS01-02/03-06a-Motion Regarding Students’ Freedom of Speech
RESPONSE: Meetings with leaders of the Student Government Association resulted in changes to university policy to emphasize the free exchange of ideas on campus and to include Sanford Mall and Durham Park as unscheduled public speaking areas. Please see attached changes in facility use, solicitation, distribution of printed materials, unscheduled public speaking areas, and peaceful assembly.

V. COMMITTEE REPORTS:
A. Senator McGarry presented the report of the Ad hoc Committee on Faculty Elections (McGARRY/Staub, Cramer, Felkel, Harris, Kaenzig, Malloy). (Included) He explained that the committee action conforms to the Faculty Constitution.

B. Chair Moore presented the report for the Agenda Committee (MOORE, Aeschleman, Cramer, Gates, McGarry/Staub). (Included)

C. In the absence of Senator Lambert, Chair Moore presented the report of The Budget Committee (LAMBERT, Pier, Simon, Strazicich) (Included) Senator Simon pointed out that students could also attend the open Foundation Board meetings.

D. Senator Yaukey presented the Campus Planning Committee (YAUKEY, Jamison, Scherlen, Smith) report. (Included) Senator Yaukey reported having a brief telephone discussion with Jane Helms. Helms discussed removing bike lanes on Rivers Street and adding a median, but the issue is not yet resolved. A decision is to be made after further discussion with the Department of Transportation, the City of Boone, and ASU. Senator Rardin pointed out that Hardin Street is also dangerous. Senator McGarry reminded us that ASU may not have the final say on construction or stoplights but does have power in utilizing ASU police to patrol the streets. Senator Jamison spoke of town-gown relations in such matters and reminded senators of the Town of Boone public hearings.
E. Senator McCaughey presented the Academic Policies Committee (McCAUGHEY, Hueslman, McGarry/Staub, Marland) report. (Included)

F. Committee on Committees (WEITZ, Cramer, Harris, Jones, Kaenzig)
No Report

G. Senator Marking presented the Faculty Handbook Committee (MARKING, Anderson, Gates, Moore) report. (Included) She explained that she has extended the deadline to receive reports from the Assistant Chairs and she has heard from all but one.

H. Faculty Welfare and Morale Committee (WARING, Felkel, Lintott, Olson)
No Report

I. Senator Rardin presented the Welfare of Students Committee (RARDIN, Ehnenn, Malloy, Ramsey) report. (Included)

J. Chair Moore presented the Chancellor’s Advisory Committee (10-18-04) report. (Included) He was asked to clarify OP in # 9: Office of the President.

VI. UNFINISHED BUSINESS:
There was no unfinished business.

VII. NEW BUSINESS:
There was no new business.

VIII. ADJOURN THE MEETING:
Senator Ehnenn moved and Senator McGarry seconded to adjourn the meeting.
VOTE –4 Adjourn the November 8, 2004 meeting.
YES 23 NO 0 ABSTAIN 0
The motion passed.

The meeting adjourned at a record time of 4:40 PM.

Respectfully submitted,
Beth Cramer
Faculty Senate Secretary

APPALACHIAN STATE UNIVERSITY
FACULTY PRESENT AND VOTING SHEET
NOVEMBER 8, 2004

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Vote Totals  22Y 24Y 23Y

1N

VOTE-1 Motion to set the terms of the Renewable Energy Initiative faculty members Dennis Scanlan and Chuck Smith to three years, which will begin with the first meeting of the REI.
VOTE –2 Motion to approve the October 11, 2004 minutes.
VOTE –3 Adjourn the November 8, 2004 meeting.

VISITORS: Neva Specht, History and UNC in Washington; Harry L. Williams, Academic Affairs; Tim Burwell, Academic Affairs; Bill Ward, Academic Affairs; Peter Petschner, Hubbard Center and History; and Dave Haney, Council of Chairs.

Included:

MEMOR
ANDUM
TO:

Dr. Neal
Lineback

Dr. Lyle Schoenfeldt
Dr. Charles Duke
Dr. Mark Estepp
Dr. Bill Harbinson
Dr. Mary Reichel
FROM:

Stan
Aeschle
man

DATE:

November 24,
2004

SUBJECT:

Faculty Senate Resolution

Last year the Faculty Senate submitted to Dr. Peacock a resolution regarding written bylaws as follows:

“All external departmental advisory boards have written bylaws and that these bylaws be included on the department web page.”

“All college or school advisory boards have written bylaws and that these bylaws be posted on the college or school web page.”

This resolution was approved by Interim Chancellor Durham, and I am requesting that you bring this to the attention of your respective chairs and that this resolution be implemented by the end of this academic year. Thank you.

Report of the Ad-hoc Committee on Elections

The elections chair, the Vice Chair of the Faculty Senate, will send out a general call for nominations on November 9. Nominations will be received by representatives from each college (members of the Ad-Hoc Committee representing each of the colleges) no later than December 7 (last day of fall semester classes). The list will be compiled, nominees contacted by the election chair, and a slate of
nominees, including at-large nominees, will be drawn up no later than December 15. The ballots will be sent to faculty on or before January 12 (with a return date of no later than January 19). The results will be tabulated and electees contacted by January 20.

The following is the open seats on the Senate:
College of Arts & Sciences - 2 open seats
Fine & Applied Arts - 2 open seats
College of Education - 1 open seat
College of Music - 1 open seat
At large - 2 open seats

If we receive nominations from the College of Business, I would suggest placing these nominees in the At-large category on the ballot. If we receive two nominees from the same department, one will go in the college representative category and the other in the At-large category. We can also solicit At-large nominees.

We need to elect 2 delegates and an alternate to the Faculty Assembly. Calls for nomination and election will follow the suggested procedures above.

The rationale for conducting the elections within this time frame is to enable faculty and department chairs to efficiently plan the 2005-2006 academic year, freeing Senate and Faculty Assembly electees to serve without class conflicts.

Report of the Agenda Committee
The committee has had difficulty getting the agenda published on time. This is partially due to the amount of ongoing business that just keeps coming up. The committee requests that Senate committee chairs make monthly written reports to Senate and faculty on what business has been done, etc. These reports should be submitted at least one week before a Senate meeting, and sooner if the committee is presenting action items. It is unfair to Senate and faculty to not be kept up-to-date with our business. If a committee is not meeting and/or not taking up business, then it should say so. The agenda committee will take up rewriting the Senate Guidebook to reflect present practices, such as new election procedures, during the spring semester.
Mike Moore, chair

Report of the Budget Committee
We met with Jerry Hutchens on October the 18th. He informed the committee that anyone can sit in on the Appalachian Foundation Board meetings. They are held quarterly with the winter meeting in Charlotte. If we would like to have a voting member on the Appalachian Foundation Board they would have to rewrite the bylaws. He is willing to bring this to the board if that is what the faculty senate wants. The person selected would have to be an active participant with a commitment to meet 2-3 times per month and during the summer. He also explained what the Foundation does for Appalachian State University.
Monica Lambert, Budget Committee Chair

Report of the Campus Planning Committee
The Committee met October 18th. We have been looking at the effectiveness of the shepherding structure which was developed in response to FS03-04/10-03 Resolution on Cooperation in Campus Planning, passed by the Senate Oct. 13, 2003. We are soliciting evaluations of the shepherd process from individuals who have acted as shepherds. We are also contacting faculty and staff that have been involved in construction and renovation projects on campus for their input concerning the effectiveness of communications with Business Affairs. The CPC is working toward a proposal that would provide for greater and more productive faculty/staff involvement in campus planning, construction and renovation. Once we have generated a first draft of this process, we will request a CPC meeting with Jane Helm.

Report of the Academic Policies Committee
The Academic Policies Committee met to continue our discussion of the feasibility of College-level P&T committees, and will have a recommendation at the December Senate meeting.
Martha McCaughey, Chair
**Report of the Faculty Handbook Committee**

Committee work includes:
Duties of Assistant Chairs remains the biggest agenda item for this committee. Martha has received a copy of the survey Ken Muir developed regarding Assistant Chairs. She has contacted the seven persons who hold Assistant Chairs positions and has asked them for any written documentation regarding their duties. Some have no written documentation of any kind and some have written guidelines that they have provided. A few Assistant Chairs have not responded as of yet. Martha asked for the information by Nov. 5th.

Martha Marking, Chair

**Report of the Welfare of Students Committee**

The Welfare of Students committee met November 4. Discussions included the Textbook Rental Program, the creation of University Bookstore Committee, the student advising check sheets, student fees, and the SPARC Steering Committee and its focus on environment management.

**Report of the Chancellor’s Advisory Committee** meeting October 18, 2004

Senators present: Rick McGarry, Martha Marking, Eric Marland, Michael Moore. Also present Bill Ward, Academic Affairs

We prepared the following agenda for discussion.

**Agenda for 10-18-04 Chancellor’s Advisory Committee**

1. What are ways in which you can envision an expanded role for faculty in governance? What are your views about leadership by rank and status and democratic representation of faculty at Appalachian, especially in personnel matters?

2. What are your thoughts about how the university, especially faculty, can improve its quality and participate more fully in governance?

3. What is being done to improve Appalachian’s funding formula for the Continuation budget? What impact would the $1 million adjustment have and for how long? How would it be divided among academic affairs and other areas of the university?

4. What plans do you have to increase the strength and visibility of female involvement in leadership at Appalachian? What roles for faculty do you see in this as well as for administration?

5. What plans are being developed to control possible influenza outbreaks on campus this fall and winter?

6. What thoughts might there be to elevate Appalachian to a doctoral level university within the system?

7. What plans are there for improving Appalachian’s relations with the town and county?

8. Is it necessary that Appalachian’s policies appear “to be like everyone else’s”? What are our unique strengths that make us different and better? Are there issues that might show possible weaknesses in our situation? How can we use our unique strengths and differences to advance the university?

9. How well does OP understand the advantages of a diverse university system and Appalachian’s role in that?

Finally, the suggestions has arisen that makes sense. That is, since this is the chancellor’s Advisory Committee, what issues, questions, concerns does the Chancellor have for us to consider prior to the meetings. This seems a reasonable point-of-view, which we can’t probably implement at this meeting, but could do so for the November or other meetings.
The only questions we did not discuss were numbers 5, 6 and 7. They will be on the November agenda, although the flu issue at Appalachian may have changed by then.

We had extensive discussions of personnel issues and faculty governance, which ran through nearly all the other questions, as well. It seems fair to say that by listening and participating in these discussions the Chancellor was brought quickly up-to-speed on faculty and Senate thinking about issues such as DPC revision, college-level personnel review committees, and faculty workload concerns. He encouraged our work and noted that it is central to improving the professional quality of life for Appalachian’s faculty.

The Chancellor emphasized his commitment to openness and transparency in the operations of the university and he welcomes thorough discussion of major issues to reveal what are faculty viewpoints.

The Chancellor confirmed that the Board of Governors has recommended a $1.4 million increase in Appalachian’s continuation budget, as was noted in the News and Observer article the Senate chair previously sent to Senators. He said that the changes, which affected Appalachian, UNC-W, and UNC-C, would have to be approved by the Legislature in its next session. As for the on-campus use of the increased funds, the Chancellor said they would be given to Academic Affairs. This increase would be a permanent part of our continuation budget.

The Chancellor noted that he had asked for a $100 increase in Appalachian’s E & T fees, from the present $118 per student. Appalachian’s fee was considerably below that charged at other universities in the system (WCU, for instance, charges $270) and has posed problems for us in keeping current with technology on campus. For instance, we desperately need new university servers.

The Chancellor noted that he will be an active liaison between Appalachian and the Legislature, attempting to improve Appalachian’s image in Raleigh. In this regard, he has been heartened by the positive response to the Appalachian Caravan program now in operation to traverse the state promoting Appalachian.

In response to the question about female leadership, he noted that we were presently working on sponsorship of a Women in Leadership series of meetings and speakers at Appalachian that will begin this year. He is committed to improving the status of women at this university.

Submitted by
Mike Moore

Attached:

FACILITY USE, SOLICITATION, DISTRIBUTION OF PRINTED MATERIALS, UNSCHEDULED PUBLIC SPEAKING AREAS, AND PEACEFUL ASSEMBLY

Table of Contents

1 Purpose of Policy
2 Definitions
3 General Policy
4 Criteria for University Facility Usage
5 Use of University Grounds and Exterior Facilities
1.1

This policy is adopted for the orderly use of University facilities and property by University departments, recognized student clubs and organizations, University affiliated groups and persons, and non-University affiliated groups and organizations and persons, as well as to establish parameters and procedures governing the distribution of printed materials on property owned or controlled by Appalachian State University.

1.2

Recognizing that its support derives in large part from public funds, Appalachian State University is committed to making its facilities and property as readily available for use by groups and individuals as is consistent with its educational mission, its duties as a custodian of State resources, and its responsibility to consider the welfare of its students, faculty, staff, and visitors. Consistent with its educational mission, the University encourages the free exchange of ideas on campus, while assuring that other important University interests and activities are not infringed upon or disrupted.

Practical as well as legal considerations dictate the formulation and publication of a written policy detailing the conditions of such availability. The intent of the document which follows is to provide for access on a basis which is both clearly defined and in the best interests of each of the constituencies to whom Appalachian State University is obligated by law and tradition.

2 Definitions

2.1 University refers to Appalachian State University.

2.2 Student clubs and organizations are organizations comprised of Appalachian State University students and recognized by the University through its formal recognition procedures.

2.3 University departments are budgetary units of Appalachian State University.

2.4 University affiliated organizations include all official University committees, special committees, groups, and task forces supported directly by the University; the Appalachian State University Foundation, Inc. and the Appalachian State University Alumni Association.

2.5 Non University affiliated organizations include all groups or organizations which are not directly supported by the University or are not recognized student organizations.

2.6 Fund raising includes the charging of admission, solicitation for funds, sales, or donations in any form by a recognized student club or organization, University affiliated organization, or a non University affiliated organization.

2.7 Solicitation is defined as any effort or attempt to: (a) importune, entreat, implore, ask, attempt to try to obtain an order or to invite business transaction for a product offered or being sold; (b) seek orders, subscriptions, political or charitable contributions, or any other kind of financial support; or (3) distribute literature, hand_bills, samples, or other
printed material for the purpose of advertising products, services, or other commercial enterprises to members of the University community.

2.8 A solicitor is defined as any person or entity who engages or attempts or seeks to engage in solicitation, as defined above.

2.9 Peaceful Assembly is the use of university facilities for the purpose of conducting a lawful assembly, rally, or demonstration not involving conduct or the encouragement of conduct that violates or would violate the law or policies of the University.

2.10 Public speaking is the use of University facilities for the purpose of orally and publicly communicating, informing, educating, or conveying an idea, concept, principle, belief, etc., to one or more other persons, other than in conversation.

2.11 Public speaker is a person who engages in or seeks to engage in public speaking, as defined above.

2.12 Public is defined as open to attendance by any individual or group and not limited solely to members of a recognized student club or organization, University department, or University affiliated organization.

2.13 Not for profit organizations are non University affiliated organizations for which contributions are tax deductible.

2.14 Facilities are defined as buildings and grounds owned or controlled by the University. Excluded from this policy are properties owned or controlled by the Appalachian State University Foundation, Inc. or the Board of Trustees of the Endowment Fund of Appalachian State University unless these facilities are in use principally for support of student activities or academic programs.

2.15 Division of the University is a group of University departments organized around a particular function. There are four divisions of the University: Academic Affairs, Business Affairs, Student Development, and University Advancement.

2.16 Unscheduled Public Speaking Areas are areas on campus at which the University permits assemblies and gatherings of affiliated and non-affiliated persons and groups without prior approval, for noncommercial purposes, on a first-come first-served basis, unless the use of such area(s) has been previously scheduled pursuant to other provisions of this Policy. Currently, such Unscheduled Public Speaking Areas include Sanford Mall, Durham Park, the Duck Pond Field behind Trivette Hall, and the open_air amphitheater adjacent to the Plemmons Student Union.

2.17 Unlawful conduct is conduct that is prohibited by Federal, State, or local law or regulation, or that violates one or more rights of a person or entity under the common law of North Carolina.

2.18 State law for purposes of this Policy is North Carolina law potentially applicable to expressive conduct, both common law (including, but not limited to, the law of defamation and infliction of emotional distress) and statutory law, including, but not limited to: N.C.G.S. § 14_190.1 (obscene literature and exhibitions); N.C.G.S. § 14_190.13 (definitions for certain offenses concerning minors); N.C.G.S. § 14_190.14 (distributing material harmful to minors); N.C.G.S. § 14_190.15 (disseminating harmful material to minors); N.C.G.S. § 14_288.4 (disorderly conduct); N.C.G.S. § 14_144 (defacing buildings); N.C.G.S. § 14_132 (disorderly conduct in and injuries to public buildings and facilities); N.C.G.S. § 14_145 (unlawful posting of advertisements); N.C.G.S. § 14_159.12 (first degree trespass); N.C.G.S. § 14_159.13 (second degree trespass); N.C.G.S. § 14_10 (prohibiting disguises in certain circumstances); N.C.G.S. § 14_394 (anonymous threatening or disgrace causing writings); and N.C.G.S. § 14_35 (hazing).

2.19 Graffiti, for purposes of this policy, includes all forms of writing, lettering, drawing, tagging, marking, or painting on objects, buildings, walls, or any other surfaces, whether mobile or stationary.

3 General Policy
3.1 Use of University facilities and grounds is governed by the laws of the State of North Carolina. Policies and guidelines have been established to ensure compliance with these laws, their consistent application, and the orderly use of these facilities within the resources and mission of the University. University facilities exist to accomplish the educational objectives and programs of the University. University departments, divisions of the University, University affiliated organizations and recognized student organizations are granted use of these facilities for educational, cultural, developmental, and social programs and activities within the guidelines of this policy. Departments and divisions of the University shall have priority in the use of University facilities. Recognized student organizations and University affiliated organizations shall have priority in use over non University organizations and persons.

3.2 Appalachian State University recognizes the value of providing students, faculty, staff and others the opportunity to assemble and communicate with one another outside the classroom setting, as well as to distribute informative printed material to members of the University community. The University is committed to protecting First Amendment rights of individuals and will afford reasonable opportunity for people to distribute printed materials and to engage in other forms of expression and assembly on campus. Except with respect to commercial expression, and expression (e.g., obscenity, defamation, fighting words, harassment) which the Supreme Court has held constitutes "constitutionally proscribable content," see, e.g., R. A. V. v. City of St. Paul, 505 U.S. 377, 382-86, 390-92 (1992), the University will not make decisions or take actions based on the content of printed materials distributed on campus. However, the University reserves the right to place restrictions, unrelated to the content of non-commercial expression, on the time, place and manner of the use of campus facilities, including the distribution of printed material on campus.

3.3 Normally no fee is charged for the use of facilities by University departments or divisions of the University, University related organizations, or recognized student clubs and organizations, except for facilities that are receipt supported. In these facilities, a user fee may be charged, (e.g., Broyhill Inn, Legends).

3.4 Non University affiliated groups that are educational, governmental, community, or charitable organizations may be granted permission to use University facilities to sponsor educational, governmental, community, or charitable programs on a single event basis.

3.4.1 Programs by these organizations must be co-sponsored by a University affiliated organization or department with a logical relationship to the sponsored program. In all cases, these organizations are required to reimburse the University for the costs of utilities, custodial services, and other direct and indirect costs, except where the function serves the primary purpose of recruiting new students to the University.

3.5 No person associated with the University in any capacity shall use for his or her own financial benefit or any other personal purposes University facilities or property, except as specifically authorized by this policy. No University facilities or property may be used by a commercial enterprise or other non University affiliated organization for profit except as provided for in Section 9 of this policy. No person affiliated with the University in any capacity shall sponsor or act as an agent for any non University affiliated commercial enterprise or individual to gain for that organization or individual benefits or access limited to University affiliated organizations, University departments, or recognized student clubs and organizations. Except as provided in Section 9 of this policy, University facilities are normally not made available for private use by individuals or commercial enterprises.

3.6 Facilities utilized shall be appropriate to the requirements of the function concerning staging, anticipated audience, and similar concerns. Administrative offices responsible for the facility to be used will exercise caution in long-range advanced scheduling that may preempt the University's teaching, scholarship, co-curricular, or service functions. The University reserves the right to cancel reservations for prescheduled non University affiliated organizations when they conflict with functions central to the educational mission of the University.

3.7 During periods when the University is not officially in session, the University's use of facilities is diminished. This reduced demand will be considered in reviewing requests for use during these periods.

3.8 Permitted use of facilities shall be subject to all other applicable Appalachian State University policies, including, but not limited to, policies regulating social events, fund raising by student clubs and organizations, and events at which alcoholic beverages are to be consumed.
3.9 University officials reserve the right immediately to terminate any use of University facilities if, in the judgment of those officials, continuation of such use will result in: (a) danger to participants or others; (b) unlawful conduct by participants or others; or (c) interference with disruption or disturbance of the University's educational mission, operations, business, or functions.

3.10 The University will require that any group or entity that has secured approval and scheduling with respect to its proposed use of University facilities or property also secure approval from the Appalachian State University Police Department to ensure that sufficient police support is available.

3.11 Approved and scheduled uses of University facilities or property may occur only on the approved location, and failure to limit an approved or scheduled use to the approved location may be deemed trespassing.

3.12 Promotional materials or other publicity concerning any approved and scheduled use of University facilities or property must clearly disclose: (a) the nature, subject matter, and purpose of the use (e.g., event, solicitation, speech, rally, etc.); (b) the identity of the sponsoring entity; and (c) the identity of all other groups or entities involved in or benefiting from the use.

3.13 Distribution of literature or printed materials in connection with any approved and scheduled use of University facilities or property is subject to the applicable provisions of Section 10.6 below. Requests for approval to distribute literature or printed materials must be obtained from the office, identified in Section 14 below, to which the request to use University facilities or property must be submitted.

3.14 Specifically authorized under this policy, with no requirement to obtain permission, is any canvassing, selling, or soliciting (not inconsistent with any provisions of law or with the University's policies and purposes) wherein representatives of educational supply firms (including, but not limited to, publishers of academic books, manufacturers of laboratory, educational or office equipment, and suppliers of the student stores), contact members of the University faculty or staff as a routine and necessary part of the University's normal activities.

4 Criteria for Scheduled University Facility Usage

The general criteria for scheduled uses of University facilities shall include the following:

4.1 The function is compatible with the mission of the University.

4.2 The function can be adequately supported by available facilities, personnel, and resources.

4.3 The function is compatible with the purpose of the sponsoring group or organization.

4.4 The function is sponsored by or co-sponsored with a University affiliated organization with a logical relationship to the sponsored activity.

5 Use of University Grounds and Exterior Facilities

Because the use of University grounds or any exterior facilities presents the possibility of disturbance to normal University activities and damage to University property, the criteria governing the use of exterior space shall include, but not be limited to, the following:

5.1 No permanent or semi-permanent structure may be constructed or placed for any activity in these spaces, except upon authorization by the Vice Chancellor for Business Affairs or the Vice Chancellor for Student Development (for student groups, clubs and organizations) or their designees.

5.2 No activities may be held if they render a space unsatisfactory for use in its normal or primary function or conflict with any activity previously scheduled according to this policy or with normal or scheduled University activities.
5.3 Graffiti, as defined in Section 2.19 above, may not be affixed or applied to any University building, facility, or other property, with the sole exception of the interior walls and ceiling of the tunnel under Rivers Street. Any other application of graffiti to any University property, including to the handrails and floor inside the tunnel under Rivers street or on the stairs or exterior walls leading to that tunnel, will be deemed a violation of State law and/or University policy, including but not limited to N.C.G.S. § 14_132 (injuries to public buildings and facilities), N.C.G.S. § 14_144 (defacing or damaging houses or other buildings), and/or the Appalachian State University Code of Student Conduct, Section 402k (vandalism, malicious destruction, damage, misuse or abuse of public or private property).

5.4 No public address or amplifying system may be used at any time in any open space without written approval in advance from the appropriate vice chancellor or director by reporting relationship. Use of sound amplification equipment must comply with the University's and the City of Boone's noise regulations.

5.5 Users, including sponsoring organizations, are responsible for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.

5.6 All activities or events must be conducted in such a manner that campus pedestrian traffic and vehicular traffic are not impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest. In addition, University employees engaging in conduct violating law or University policy will be subject to applicable disciplinary sanctions, and students engaging in such conduct will be subject to the imposition of sanctions under the Appalachian State University Code of Student Conduct.

6 Use of Facilities by University Departments and Divisions

6.1 University departments and divisions shall be given priority for the use of University facilities and property.

6.2 University departments and divisions may charge admission, sell goods, and collect funds consistent with state law and their mission and purposes, subject to the consent of the appropriate vice chancellor, dean, director, or designee by reporting division.

7 Use of Facilities by Recognized Student Clubs, and Organizations and University Affiliated Organizations

7.1 Costs and damages incidental to the use of a facility under this policy shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University.

7.2 When no admission is charged and there is no type of fund or commercial or charitable solicitation of any kind from those in attendance, approval may be granted to recognized student clubs and organizations and University affiliated organizations for the sponsorship of programs of an educational, cultural, entertainment, social, co_curricular, athletic, or developmental purpose.

7.3 Recognized student clubs and organizations may conduct fund raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the written approval of the Director of the Center for Student Involvement and Leadership or the Director's designee. University affiliated organizations may conduct the same type of fund raising events with the approval of the appropriate vice chancellor. Approval shall be granted by the appropriate vice chancellor or designate only if all of the requirements of this policy are met and provided that the affiliated group agrees to all of the following special conditions:

7.3.1 The primary purpose of such fund raising shall be to raise money for the benefit of the club, organization, or affiliated group, the University community, or for the benefit of a charitable group sponsored by the affiliated group.

7.3.2 All fund raising activity for such events shall be conducted by members of the club, organization, or affiliated group.
7.3.3 The fund raising promotional materials used by the affiliated group may acknowledge the assistance or contribution of a non University affiliated group, but no promotional material or activity shall be conducted in such a manner as to extend to a non University affiliated group the benefits established for University affiliated groups.

7.3.4 In multi_group fund raising, each participating group shall be required to comply fully with this policy.

7.3.5 When fund raising events are held, the sponsoring organization may be required to reimburse the University for custodial services and other direct costs. Such reimbursement may be in the form of a user fee. The director or dean responsible for the facility to be used shall make this judgment, subject to review by the appropriate vice chancellor or director.

7.3.6 The University reserves the right to audit all proceeds from any fund raising events conducted on campus by recognized student clubs and organizations or University affiliated organizations.

7.4 No student club or organization, nor University affiliated organization, will enter into a contract with an individual or commercial enterprise for use of University facilities.

7.5 The following policies and procedures apply to events by recognized student clubs and organizations conducting fund raising events on or off campus:

7.5.1 Except with respect to solicitation permitted under Section 8.3, Section 9.7, and Section 11, only recognized student clubs and organizations can solicit from students on the Appalachian State University campus.

7.5.2 The sponsoring club or organization is responsible for compliance with all University rules, local ordinances and State laws governing solicitation.

7.5.3 All solicitation by recognized student clubs and organizations must be registered with and be approved by the Center for Student Involvement and Leadership one week (five working days) in advance. A fund raising form (available in the Center for Student Involvement and Leadership) must be completed and approved to register any fund raising event. Upon approval, the Center for Student Involvement and Leadership will issue a solicitation permit to the President or Treasurer of the requesting club or organization.

7.5.4 Solicitation for funds by recognized student clubs and organizations may take place on campus with approval. Examples of locations where such solicitation may be approved include: Student Union, academic buildings, residence hall lobbies, cafeteria lobby, Varsity Gym lobby, Brewer Stadium (outside entrance gates) and Sanford Mall.

7.5.5 The Center for Student Involvement and Leadership will not approve any request that includes door_to_door solicitation in the residence halls.

7.5.6 Solicitation in classroom building lobbies is prohibited unless it is approved by the Vice Chancellor for Academic Affairs or designee or the appropriate academic dean responsible for the facility.

7.5.7 No individual student will be allowed to solicit for profit except through the use of the Student Union Information Board. Students may use this space to advertise the sale of used personal items.

7.5.8 Any recognized student club or organization that violates this solicitation and fund raising policy will be subject to disciplinary action by the Club Council. Any individual who violates this policy will be subject to disciplinary action under applicable rules and regulations.

7.5.9 The Center for Student Involvement and Leadership will provide operating procedures and other information regarding the fund raising and soliciting by recognized student clubs and organizations.

7.5.10 Because of the necessity for the Appalachian Popular Programming Society (A.P.P.S.) to collect and solicit funds from students on a regular basis, this organization shall function under University policy within the guidelines established for the Plemons Student Union.
7.5.11 Nothing in this section shall be construed to prohibit the governing body of a residence hall or Appalachian Popular Programming Society from authorizing and conducting the sale of refreshments in connection with residence hall or A.P.P.S. program activities, such as a special social or athletic event, for the purpose of providing refreshments at cost.

8 Use of University Facilities by Not for Profit, Non University Affiliated Organizations

8.1 Costs and damages incidental to the use of a facility under this policy, whether or not caused by a member or members of the organization, shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University and enter into a written facilities use agreement.

8.2 The following provisions apply when no admission is charged and there is no type of fund solicitation of any kind from those in attendance:

8.2.1 Permission may be granted for the sponsorship of educational or charitable programs for the benefit of the general student body of the University or the larger community.

8.2.2 The University shall be reimbursed for the cost of utilities, janitorial services and other direct and indirect costs incurred in connection with the program. Such reimbursement may be in the form of a user fee.

8.2.3 The University department responsible for the facility to be used will be responsible for coordinating and making provisions for control of traffic, parking, crowd management, janitorial services and other services related to the use of the facility. Any special charges or fees associated with this arrangement will be included in the user fee.

8.2.4 An outline of crowd management procedures shall be submitted by the user when deemed appropriate by University departments responsible for the facility to be used.

8.3 When admission is charged or solicitation for funds in any form is made from those in attendance, the University shall be reimbursed for the fair market value of the facility for the period of its use and any additional period during which it is reserved for use, or the cost of utilities, custodial services and other expenses incurred in connection with the program, whichever is greater. Such reimbursement may take the form of a user fee.

8.4 When net proceeds of fund raising exceed expenditures, the University, through the department responsible for the facility, reserves the right to share in a negotiated percentage of these proceeds.

8.5 The University department responsible for the facility to be used will be responsible for coordinating and making provisions through University police for control of traffic, parking, crowd management, janitorial services and other services related to the use of the facility. Any special charges or fees associated with these arrangements will be included in the user fee.

8.5.1 An outline of crowd management procedures shall be submitted by the user when deemed appropriate by the University department responsible for the facility to be used.

8.6 The University reserves the right to audit the proceeds from any fund raising event to ensure compliance with applicable University and State policies.

8.7 Except as herein provided, non University affiliated individuals and organizations are prohibited from canvassing, selling, offering for sale, soliciting, or promoting the sale of any goods or services in University facilities or on University property except under the conditions specified in Section 9, below.

9 Use of Selected University Facilities by Non University Affiliated Organizations, University Departments and Divisions, and University Affiliated Organizations:

The following special policies are to apply to the use of athletic facilities and other special properties described herein:
9.1 When the University is in session, use of athletic facilities by non University affiliated organizations, University departments and divisions, University affiliated organizations, and recognized student clubs and organizations may be permitted, with the approval of the Athletic Department. The Athletic Department and the Office of Student Programs will coordinate in scheduling programs or entertainment events that may conflict.

9.2 When the University is not in session, use of athletic facilities may be permitted to these same groups in accordance with restrictions that will ensure the best interests of the University.

9.3 Administrators responsible for the Student Union, University Bookstore, Camp Broadstone, Farthing Auditorium, the New York Loft, the Appalachian House, Rosen Concert Hall, Broyhill Inn and Conference Center, the George C. Holmes Convocation Center, Quinn Center, Legends, the Broome_Kirk and Varsity Gymnasia, Valborg Theatre, I.G. Greer Arena Theatre, and Owens Field House shall establish policies and procedures for the use of these facilities consistent with this policy and the purposes and intent of these programs and facilities. These procedures and policies shall be subject to the approval of the appropriate vice chancellor or director in the division to which the facility or program reports.

9.4 These facilities shall be used principally to advance the educational, cultural, developmental, physical, and social program objectives of the University.

9.5 These facilities may be used by University departments and divisions, recognized student clubs and organizations, University affiliated organizations, and University affiliated individuals; and, on a limited, single event basis, by non University affiliated organizations, individuals, and commercial enterprises.

9.6 A written facilities use agreement shall be used when facilities are made available to non University affiliated organizations, individuals, or commercial enterprises. The person or group using the facility must pay all direct and indirect costs associated with use. This charge may be in the form of a user fee.

9.7 When admission is charged, goods are sold, or solicitation for funds in any form is made in these facilities by an individual, commercial enterprise, or non University affiliated organization, the University shall charge user fees, and shall receive at least 15% of the net proceeds from admission charges or other solicitation.

9.8 The University reserves the right to audit the proceeds from any event to ensure compliance with applicable University and State policies.

10 Distribution of Printed Materials

10.1 The University distinguishes between noncommercial printed material, the primary purpose of which is to inform or educate members of the University community, and commercial printed material. The University reserves the right to limit or deny the distribution of material that is intended to solicit the purchase of or investment in goods, services, real property, or other commercial materials.

10.2 Any individual or group, whether affiliated with the University or not, may distribute at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this Policy, without registration or advance approval, any written materials on the condition that such materials are informational and not for commercial purposes.

10.3 Publications of University affiliated groups may be distributed or sold at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this Policy, without registration or advance approval.

10.4 Printed material distributed on campus, including printed material distributed pursuant to Section 10.6, must bear the name of the organization on whose behalf the material is being distributed.

10.5 Like any other use of University facilities governed by this Policy, the distribution of printed materials, including printed material distributed pursuant to Section 10.6, is subject to the provisions of Section 5.
10.6 Distribution of printed material, other than material distributed pursuant to Sections 10.2 and 10.3, above, is subject to the procedures set out below. Approval to distribute printed materials on campus pursuant to these procedures shall be given for a specific period of time at specific location(s) and such written approval shall specify the means by which the information will be distributed.

10.6.1 Businesses and other commercial enterprises wishing to distribute literature on campus should contact the Office of Business Affairs.

10.6.2 Students, student organizations, and other University affiliated groups wishing to post or distribute noncommercial printed material in the University residence halls should contact the Office of Residence Life. Distribution of commercial materials and materials from non-University affiliated groups or individuals is not permitted in University residence halls.

10.6.3 The Appalachian State University Post Office has established its own procedure for the distribution of printed material to students in Appalachian State University mail boxes. Groups, entities, or individuals seeking distribution to students through the University Post Office should contact that office.

10.6.4 A group or an individual may request a contact table, a designated place to hand information to people on campus, or approval to place printed materials in a specific location on campus in a rack or other container.

10.6.5 A written request for approval to distribute printed materials pursuant to these procedures must be submitted to the appropriate office. The request must include proposed distribution points, time of distribution, and the manner in which the material will be distributed.

10.6.6 The appropriate office for seeking approval to distribute printed materials in connection with an intended use of University facilities or property for which approval must be obtained shall be the office identified in this Policy as the office from which to seek approval for the use of the University facility or facilities.

10.6.7 All printed materials to be left in the open for distribution pursuant to Section 10.6.4 must be placed in racks or display cases that are: (1) designed specifically for the purpose of distributing such materials; and (2) approved by appropriate University officials. It is the responsibility of the individual or group granted approval for such distribution to maintain these racks, including updating the materials regularly and disposing of materials properly. Approval to place material in racks will be given for a specific time period.

10.6.8 The supervisor of each building or area where the publisher wishes to display materials will have the authority to designate where racks may be placed and additional expectations for upkeep. It is understood that publications cannot be excluded by facility managers because the content may be objectionable to that individual. As stated above, the University will not seek to exercise control over the content of printed materials or other communication, except expression (e.g., obscenity, defamation, fighting words, harassment) which the Supreme Court has held constitutes "constitutionally proscribable content," see, e.g., R. A. V. v. City of St. Paul, 505 U.S. 377, 382-86, 390-92 (1992).

10.6.9 The University reserves the right to withdraw approval for distribution any time for reasons including, but not limited to, publishers not fulfilling expectations, changing facility needs, and policy changes.

11 Solicitation and Solicitors

Persons or entities seeking or obtaining permission to engage in solicitation in University facilities or in property owned or controlled by the University must comply with the following:

11.1 The solicitor must qualify under the provisions of Sections 7, 8, or 9, above, must obtain co_sponsorship if non University affiliated, and must seek and obtain authorization and scheduling from the specified University office or officer pursuant to Section 14, below.
11.2 The solicitor seeking permission to solicit must contact, and provide all requested documentation and information to, the appropriate University office or officer, as specified Section 14, at least five (5) working days prior to the proposed activity.

11.3 The solicitor must accept and acknowledge understanding the University policies governing use of University facilities including but not limited to:

11.3.1 Solicitation must occur only at the approved location.

11.3.2 Solicitors may not call out to or ask individuals in the vicinity of the solicitation to participate or respond to the solicitation.

11.3.3 Solicitors who have been approved and properly scheduled space for solicitation must prominently display their solicitation permit.

11.3.4 At the outset of any contact with the University community, solicitors must clearly disclose, describe, or identify: (a) themselves by name; (b) the purpose and intended beneficiary of their solicitation; and (c) any affiliated persons or entities for or with which they engage in solicitation.

12 Unscheduled Public Speaking Areas and Peaceful Assembly

12.1 The University encourages the free exchange of ideas on campus and is committed to making space available for such exchanges and communicative activities, while maintaining a balance with the University's legitimate interests in assuring that such exchanges and activities do not: (a) render a space unsatisfactory for its normal or primary use; (b) conflict with previously scheduled uses of the space; (c) impede campus pedestrian or vehicular traffic; or (d) prevent individuals who are not participating in such activities from proceeding with their normal activities. See Sections 5.2, 5.4, 5.5, and 5.6, above, and Sections 12.8, 12.9, 12.10, and 12.11, below. Accordingly, consistent with these and the other provisions of this Policy, while the University reserves the right to control time, place, and manner in which its facilities are used, the University permits individuals, groups, or entities to engage in public speaking, peaceful assembly, or similar exchanges of ideas at the Unscheduled Public Speaking Areas.

12.2 The following areas are designated as Unscheduled Public Speaking areas: (a) Sanford Mall; (b) Durham Park; (c) the Duck Pond Field behind Trivette Hall; and (d) the open_air amphitheater adjacent to Plemmons Student Union are designated as the Unscheduled Public Speaking Areas on the University campus. These areas are available on a first_come first_served basis for noncommercial speech or assembly unless otherwise scheduled. Any use of the Unscheduled Public Speaking Areas scheduled pursuant to this Policy shall have priority over any unscheduled use. Therefore, person(s) or organization(s) interested in using any of these areas should check with the Information Desk in the Plemmons Student Union to determine its availability and to avoid possible conflicts. All uses of the Unscheduled Public Speaking Areas are subject to the requirements of this policy governing the use of exterior space on campus, including but not limited to, Sections 5.2, 5.4, 5.5, 5.6, 12.8, 12.9, 12.10, and 12.11.

12.3 Except as otherwise specified in this policy, any individual, group, or entity seeking to use University facilities for the purpose of public speaking or peaceful assembly must qualify under the provisions of Sections 7, 8, or 9, above, must obtain co_sponsorship as required by Section 3.4.1 if non University affiliated, and must seek and obtain authorization and scheduling from the specified University office or officer pursuant to Section 14, below.

12.4 Notwithstanding the foregoing Section 12.3, persons who wish to engage in noncommercial speech at the Unscheduled Public Speaking Areas need not obtain co_sponsorship or authorization.

12.5 Nothing in this policy shall be interpreted to prevent or require University faculty, departments or University affiliated organizations from fulfilling their responsibilities and purposes as they relate to promoting speakers on campus. Further, University faculty, University departments, and University affiliated organizations are not required to seek approval for a public speaker provided that the speaker is part of its program and associated with its educational mission or purpose and all applicable University policies are followed.
12.6 Requests for use of facilities for public speaking or peaceful assembly are granted for one day only, with a maximum of no more than two days per semester. Requests for use of University facilities for public speaking or peaceful assembly must be made at least 24 hours in advance of the time period requested, unless allowed by special permission of the Vice Chancellor for Student Development. All requests must be made to the Vice Chancellor for Student Development or the Dean of Students.

12.6.1 Groups seeking approval to hold a peaceful assembly on campus must complete and submit all necessary and requested documentation and information at least 24 hours prior to the proposed assembly.

12.7 If public speaking or a peaceful assembly will involve solicitation as defined above in Section 2.7, the provisions of Section 11 above will apply and supersede the provisions of this Section 12.

12.8 Use of sound amplification equipment is governed by Section 5.4 above. No sound amplification of any kind is permitted in the Unscheduled Public Speaking Areas, unless written approval has been obtained pursuant to Section 5.4.

12.9 Public speakers and those involved in peaceful assemblies must comply with all applicable laws and all applicable University policies. As stated in Section 5.6 above, individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest.

12.10 Public speakers and participants in peaceful assemblies may not call out to non-audience members or non-participants in the vicinity to request that they listen to the speaker or participate in a peaceful assembly.

12.11 All activities or events must be conducted in such a manner that campus pedestrian traffic and automobile traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities.

13 List of User Charges Maintained at Business Affairs Office

The Business Affairs Office maintains for inspection a current list of user charges approved by the Chancellor for the use of indoor and outdoor space by non-University affiliated organizations. These rates are designed to cover the entire costs of providing the facility (for example, materials, labor, utilities and any added security charges incurred). Particular uses may require the assessment of additional charges, depending on special needs associated with the use.

14 Scheduling of University Facilities

The University maintains in the Business Affairs Office a master schedule of reservations. Requests for the use of space other than those specified in this policy should be directed to this office at 262_2030 and should be made at least 24 hours in advance. During the summer term, this function is transferred to Academic Affairs.

The following divisions are responsible for scheduling the designated facilities:

14.1 Business Affairs

Requests for scheduling space in facilities not specifically addressed otherwise are made to Business Affairs. Scheduled specifically by this office are the following:

   __ academic classrooms (for meetings and activities when not in use for regular academic instructional use)

   __ University grounds other than those specifically designated in this policy as the scheduling or coordinating responsibility of another University division or office

   __ Holmes Convocation Center

   __ other campus buildings not addressed below.
14.2 Academic Affairs

Academic Affairs develops class schedules and makes classroom and office assignments within academic buildings. Areas scheduled by departments in this division are the following:

- academic buildings (for regular academic classrooms)
- New York Loft (contact Hubbard Center)
- Appalachian House, Washington, D.C. (contact Hubbard Center)
- Dark Sky Observatory (contact directly)
- Broyhill Inn (contact directly)
- Camp Broadstone (contact directly)
- Farthing Auditorium (contact Director, Office of Cultural Affairs)
- Rosen Concert Hall (contact Dean, School of Music)
- Valborg Theatre (contact Dept. of Theatre and Dance)
- I. G. Greer Arena Theatre (contact Dept. of Theatre and Dance)
- John E. Thomas Hall: Meeting Room 159 (contact Admissions) Academic Affairs)
- John E. Thomas Hall: Meeting Room 245 (contact Summer Sessions) Academic Affairs)

14.3 Student Development

Student Development, or the Center for Student Involvement and Leadership, approves requests from recognized student clubs and organizations to conduct activities. This office assists student groups with cultural, co-curricular, and campus recreation and intramural activities. These programs include theater, music, films, lectures, symposia, workshops, rallies, protests, speeches, fund raising projects, and similar events. Note, however, that peaceful assembly and public speaker requests, other than for use of the Unscheduled Public Speaking Areas are made through the Office of Student Development.

Specifically scheduled by departments in this division are the following facilities:

- Legends (contact Student Union)
- Unscheduled Public Speaking Areas (Sanford Mall, Durham Park, the Duck Pond Field behind Trivette Hall, amphitheater adjacent to Student Union) (contact Student Union Scheduling Office, ext. 3032)
- Plemmons Student Union (contact directly)
- Quinn Center (contact directly)
- Residence halls and adjacent space during the academic year and for student housing (contact Residence Life)
- Intramurals fields at State Farm (contact Recreational Sports)
14.4 Athletics

The Athletics Department schedules events in the following facilities and on athletic fields and courts during the academic year. During the summer term this function is handled through Continuing Education:

__ Varsity Gymnasium
__ Broome_Kirk Gymnasium
__ Kidd Brewer Stadium
__ Lackey Field
__ Owens Field House

14.5 Alumni Affairs

The Alumni Affairs Department schedules events in the following facility:

__ McKinney Alumni Center

14.6 Steps to Scheduling a University Facility

14.6.1 Recognized student clubs and organizations:

14.6.1.1 Students should first secure the necessary scheduling form from the Center for Student Involvement and Leadership before contacting the scheduling office. If a facility is scheduled directly by another University department (e.g., Plemmons Student Union, Legends, Quinn Center), students should contact that facility director. If the recognized student club or organization wishes to conduct a fund raising event, approval must first be obtained from the Center for Student Involvement and Leadership.

14.6.1.2 If a request for space is to be for an area of the University scheduled by Business Affairs, the recognized student club or organization should first contact Business Affairs to see if the space they would be requesting will be available. A temporary (24_hour) hold will be placed on the space if not previously scheduled.

14.6.1.3 The student club or organization must then seek approval through the Center for Student Involvement and Leadership for the event in question. Once the event is approved, the club or organization will take the approval form to Business Affairs and the space will be reserved.

14.6.2 University departments and University affiliated organizations other than student clubs and organizations:

14.6.2.1 The University department or University affiliated organization will contact directly the University department responsible for the facility. Arrangements will be made directly with the director of the facility for use under University guidelines.

14.6.2.2 University departments and affiliated organizations that wish to use space not specifically controlled under this policy should contact Business Affairs. Business Affairs will directly schedule space with the department or organization with the approval of the appropriate vice chancellor, director, or designee.

14.6.3 Scheduling of University facilities by non University affiliated groups:
14.6.3.1 Any organization, individual, or company not affiliated with the University and wishing to use University facilities __ except as provided for in previous sections of this policy __ should contact Business Affairs. Business Affairs will have responsibility for securing authorization from other University departments as needed, approving, and scheduling these events.

14.6.4 Requests for use of University facilities and grounds:

The following information should be provided when requesting approval for use of University facilities and grounds:

14.6.4.1 an outline of crowd management procedures where appropriate;

14.6.4.2 utility requirements for equipment to be used;

14.6.4.3 special arrangements of the facility;

14.6.4.4 items to be supplied by the University which are not standard facility equipment and other information as required by departmental forms;

14.6.4.5 copies of any contracts or letters of agreement between a non University sponsor and a University sponsor outlining responsibility of each in promoting and staging an event, the proposed sharing of profits or losses, as well as copies of all contracts entered into with booking agencies, promoters, performers, and all other non University groups involved in the promotion and staging of an event.

15 Authority to Enter Into Contracts

Only the Chancellor, or his or her designee, is authorized to enter into contracts on behalf of the University. The University, through its officers, reserves the right to interpret this policy and to apply it in the best educational interests of the University. The Chancellor reserves the right to change, alter, or grant exceptions to this policy to best fulfill the mission, purpose, and processes of the University.