

# THE UNIVERSITY OF AKRON

Guidelines for Use of

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2. Campus community members may request use of the Outdoor areas of campus via the Space Request Form found in RooConnect **no later than three (3) working days before the scheduled event.** Requests can also be sent to: [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).
3. Requests from the general public (e.g., Soap Box Derby, Ohio Ballet, etc.) should be submitted via [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu) **no later than three (3) working days before the scheduled event.**
4. No vehicles are permitted on the Outdoor areas of campus except for emergency or required maintenance vehicles or unless special permission has been obtained from the Senior Vice President/CFO or their designee.
5. Activities scheduled must not impede emergency vehicle traffic flow, disrupt services of the University, create any noise problems or complaints, litter the Outdoor areas of campus, or damage the brick and/or light poles.
6. The distribution and/or selling of all food on the Outdoor areas of campus must be arranged and approved through the University Dining Services (330/6572).
7. Student groups may be permitted to set up booths/tables on the Outdoor ~~campus~~ for the sale of miscellaneous merchandise for fundraising purposes. All such fundraising activities must first be cleared through the Department of Student Life.
8. Sponsoring student groups are responsible for any cleanup of the Outdoor areas of campus necessitated as a result of their activities (during and/or after).
9. Amplified sound is permitted only when prior approval is received from [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu). However, any excessive sound that interferes with academic pursuits is prohibited.
10. Physical setup of tables, chairs, risers, electrical needs, etc. on the Outdoor areas of campus must be approved, arranged through the Department of Physical Facilities Operations Center (PFOC) (330/9727415) and paid by the group. Activities must be completed (including set up and tear down of tables, etc.) within the timeframe approved on the request form.
11. Sponsoring student groups expecting large ~~(75+)~~ crowds for their events may be required

14. The University does not charge security fees to a student or a student group based on the content of their expression, the content of the expression of their invited guest, or the anticipated reaction to an invited guest's expression, however other fees may apply.
15. These Guidelines do not enable individuals to engage in conduct that intentionally, materially, and substantially disrupts another individual's expressive activity if it occurs in a campus space reserved for exclusive use or control of a particular individual or group.