

## General Use of Campus Grounds

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### Policy No.: 900-01

Effective: 11/01/04

*Revised Effective Date: 12/15/11*

### **POLICY:**

The use of designated campus grounds may be permitted when events and activities are conducted in accordance with reasonable time, place and manner directives. Such activities may not disrupt or obstruct the teaching, research, or administrative functioning of the University by means of physical barriers that would impede the free and orderly use of campus facilities or by the creation of sound or noise, regardless of means, that would interfere with teaching, learning, and the conduct of University business.

***California State University, Northridge prohibits, on its property, lodging/camping as well as the erection of any temporary structure(s) for sleeping without the written permission of the University.***

### **PURPOSE:**

To establish guidelines through which students, faculty, staff, and community members may use campus grounds in a manner that assures an environment conducive to teaching and learning by establishing time, place and manner requirements.

### **DEFINITION:**

**Lodging/camping:** is defined as the use of campus property for living accommodation purposes such as sleeping or making preparations to sleep regardless of the intent of the participants or the nature of any other activities in which they may also be engaged.

### **PROCEDURES:**

#### **On-Campus Individuals, Groups & Organizations:**

**Application for Permit:** All recognized university employee groups and student organizations or clubs, or individual students and employees must obtain **and submit** the appropriate form (<http://www.csun.edu/getinvolved/permits/>) to the Matador Involvement Center located in the University Student Union at (818) 677- 5111. Prior to approval, a meeting to discuss the details of the proposed use of campus grounds will be required **as determined by the Matador Involvement Center.**

#### **Off-Campus Individuals, & Groups and Organizations:**

(including faculty and/or staff associated with such groups and organizations)

**Application for Permit:** Individuals or clubs, groups, and organizations composed of members other than students and/or university employees desiring to use campus grounds must contact The University Corporation, University Licensing at (818) 677-2744 or <http://www.csun.edu/licensing/>.

## **EXCLUSIONS:**

This policy does not apply to the University Student Union, Satellite Student Union, or the residence hall facilities. Reservations for use of the University Student Union and the Satellite Student Union may be made through USU Reservations & Event Services at (818) 677-4172. Reservations for the use of the residence halls facilities may be obtained from Student Housing and Conference Services at (818) 677-2160.

## **REFERENCES:**

Related University policies and procedures (<http://www-admn.csun.edu/vp/policies/>) include the following: Reserving the Use of Academic and Administrative Buildings, Space & Grounds; On-Campus Solicitation of Donations and Non-Commercial Fundraising; Commercially Oriented Activity; Public Meetings, Performances, Rallies, Speakers and Similar Events; and TUC Policy on Filming and Facilities Use.

## **RESPONSIBILITIES:**

The President's designee for the purpose of implementing this policy shall be:

1. The **Vice President for Student Affairs** (<http://www.csun.edu/studentaffairs/>)
2. **Chief of Police, Department of Police Services** (<http://www-admn.csun.edu/police/>)
3. The **Executive Director of Physical Plant Management** (<http://www-admn.csun.edu/ppm/>)
4. The **Executive Director of The University Corporation** (<http://www.csun.edu/licensing/>)

These are the President's designees for maintaining campus grounds in a safe condition and from the issuance of policies and regulations deemed necessary for the maintenance and continuance of such a posture. Failure to comply with any of the agreed upon terms of use will be sufficient grounds upon which to revoke authorization for use of grounds. Additionally, it may result in campus use privileges being suspended for a period of time commensurate with the seriousness of the violation involved.

**APPROVED BY THE PRESIDENT**