

Policy: Facility Use Policies and Procedures  
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Approved by: MSU Billings Vice Chancellor for Administrative Services  
MSU Billings Vice Chancellor for Student Affairs

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## 100.00 General Provisions

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110.00 Introduction and Purpose

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## 110.0 Introduction and Purpose

- A. Montana State University Billings facilities may be utilized in the pursuit of a wide variety of educational, cultural, athletic, entertainment, recreational and social programs, provided such use does not disrupt or displace University programs and activities, and are consistent with the mission of the University.
- B. The purpose of this policy is to provide the framework for the use of Montana State University Billings facilities, including uses that are not directly related to the instructional, research, or administrative functions of the University, but which enhance the educational environment and provide a service to members of the University community and the public.
- C. The policy is intended to:
  1. provide reasonable access to and use of University facilities and property;
  2. prevent the disruption of University programs and activities; and
  3. complement other University policies and practices designed to promote the safety and security of students, faculty, staff and visitors while on the campus.
- D. This policy will:
  1. establish requirements for the use of the facilities and property;
  2. state the regulations and limitations for use of facilities and property;
  3. address special considerations for particular uses of facilities and grounds; and
  4. identify the persons responsible for coordinating the use of the various University facilities and property.
- E. This policy supplements Montana University System Policy, Section 1008, MUS Policies and Procedures.

<http://mus.edu/borpol/bor1000/1008.htm>

## 120.0 General Policy Statements

- A. The University may grant permission to use University facilities if the proposed use will not disrupt regular academic programs or activities of the University and is determined to be in compliance with the Montana University System Policy and this policy.
- B. Buildings and facilities on the University campus are intended primarily for the support of the on-going instructional program of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations that are affiliated with such departments. Beyond these two (2) priorities, use of campus buildings and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire University community, and which are sponsored by active chartered student organizations.
- C. A department, employee, student, or campus organization may not reserve buildings or facilities on campus and then permit it to be used by a non-registered organization or off-campus group or person.
- D. Any person or organization not affiliated with MSU Billings requesting a special use of campus facilities, shall submit such a request in writing on a form supplied by the University. The person or organization shall assume responsibility for the activity and shall be required to release the University from liability or obtain liability insurance. This section does not apply to regularly scheduled use of recreational facilities which are open to the public.
- E. Fees. Rents and charges for use of a particular facility may be assessed in amounts sufficient to offset costs of the use of the facility to the University. The University may also require a deposit to cover possible damage resulting from use of the facility.
- F. No solicitation. Solicitation of funds by any person or organization unaffiliated with the University may not be conducted unless prior permission is granted in writing by the Chancellor or a designee.
- G. Commercial activities. No commercial activity or event involving the sale of goods and services, the proceeds from which inure to the benefit of a person or organization not associated with the University, and no sale of food or beverages shall be permitted on University property unless permission is granted in

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writing by the Chancellor or a designee.

- H. The use of buildings and grounds must at all times conform to these regulations, the Montana University System Board of Regents Policy on Competition with the Private Sector <http://mus.edu/borpol/bor1900/1909.pdf> and any other applicable local, state, or federal law.
- I. The Chancellor or designee must approve any exceptions to or deviations from this policy or any other policy regulating the use of facilities.

## 200.00 Definitions

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210.00 Affiliated Groups

220.00 Registered Student Organizations

230.00 Non-Affiliated Groups

## 200.00 Definitions

The following definitions apply for groups requesting use of University facilities for purposes of this policy:

### 210.00 Affiliated Groups

- A. An Affiliated Group is a department of MSU Billings, a registered student organization or an entity affiliated as a component unit of the University for purposes of financial reporting.
- B. Affiliated organizations include the Montana State University Billings Foundation and Friends of KEMC.
- C. Promotions or other commercial activity by affiliated groups are allowed as follows:
  - 1. The group must schedule the space to be used in advance of the activity.
  - 2. The sales or promotional activity must be directed toward raising money for the benefit of the affiliated group.
  - 3. Sales and promotions must be conducted only at times and in the locations designated by the University for such activities and are limited per the approved contract.
  - 4. No state facilities, equipment and/or employees may be used for any commercial purpose.
  - 5. Therefore, those using state facilities, equipment and/or employees must pay for any such uses as required by an appropriate written rental or use agreement.

### 220.00 Registered Student Organization

In order to be considered an Affiliated Group and thus use University buildings, Student Organizations must be registered as an active organization with the Student Union & Events Office.

- A. A group of students that has initiated the process of chartering a new student organization may hold up to three (3) meetings in the Student Union, pending action on chartering paperwork. These meetings must be held within thirty (30) calendar days from the date the group has filed its intent to charter as an organization. No other campus facilities may be reserved by student organizations during the chartering process.
- B. The privilege of using campus buildings and facilities is granted each year after a student organization has completed the annual registration process. The process is completed during the first month of the academic year.

### 230.00 Non-Affiliated Groups

A Non-affiliated Group is any other group wishing to use University facilities. Non-affiliated groups may not use University facilities for commercial promotion, solicitation of sales or to sell goods or services, except as follows:

- A. A group that has contracted with the University to rent a facility may conduct commercial activity within the facilities rented if the activity is noted and approved in the contract for use of the facilities, or
- B. A group that has entered into a contract with the University for the sale or promotion of its goods or services in exchange for support of particular University programs, such as corporate sponsors for Yellowjacket Athletics.
- C. In the Student Union Building only as authorized by the Student Union Policy.
- D. In the Cisel Hall Music Facilities only as authorized by the Cisel Hall Music Facility Policy.
- E. In the Physical Education Building and Athletic Facilities only as authorized by the Physical Education Building and Athletic Facilities Policy.
- F. In the Residence Halls only as authorized by the Residence Halls Facility Use Policy.

## **240.00 Co-Sponsored Events**

A Co-sponsored event is one that has both an external sponsor as well as a University sponsor. An external client may seek sponsorship by a member of an Affiliated Group or Registered Student Organization of MSU Billings to reserve space at the Co-sponsored rate if the following criteria are met:

- A University department or student organization contact person must be designated and be present at the event;

- A University designated contact person and external client contact person are to attend a pre-event meeting 30 days prior to the event;

- All Co-sponsored customers must sign a contract to confirm reservation;

- All charges are billed directly to the account of the sponsoring University department or student organization who are responsible for reconciling charges with external clients unless alternative billing arrangements are agreed upon;

- Arrangements for parking, food service, and campus police are the responsibility of the University designated contact;

- All revisions and changes are to be channeled through the designated University contact person to the Student Union & Events Office.

### **300.00 Requirements for University Facility Use**

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#### **310.1 Reservations**

- A. Reservations must be made for use of buildings or facilities under the control of the University. Reservation requests will be granted in accordance with this policy and the priorities and policies of the designated area.
- B. Reservation requests to use academic and non-academic campus buildings and facilities are coordinated through the Student Union & Event Services Office. Cisel Hall Music Facilities are coordinated through the Music Department. The Physical Education Building and Athletic Facilities are coordinated through the Department of Health and Human Performance.
- C. For additional information concerning building and facilities use policies, contact

**Student Union & Event Services Office** (406) 657-2387

<http://www.msubillings.edu/events/Terms.htm>

<http://www.msubillings.edu/events/ReserveRoom.htm>

**Cisel Hall Music Facilities** (406) 657-2350

**Physical Education Building and Athletic Facilities** (406) 657-2370

**Residence Hall Facilities** (406) 657-2333

#### **320.1 Use by Persons with Disabilities**

- A. MSU Billings makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in an event.
- B. Persons needing an accommodation must notify the University no later than 10 days before the event to allow adequate time to make the needed accommodations.
- C. To make a request known please contact the Student Union and Events Office at (406) 657-2387.

#### **330.1 Rental Fees and Rental Usage Agreement**

- A. The User shall enter into a rental usage agreement with the University.
- B. The User shall pay the appropriate rental fee and/or other charges (including a damage deposit if appropriate) for the use of the facilities and services. Payment may be required in advance of requesting parties' use of the facilities.
- C. The rental fees charged shall be based on the full cost of services provided, including, but not limited to, services (including security/police, custodial, catering, etc.), utilities, building debt service, maintenance and departmental equipment depreciation.
- D. Rental rates will be reviewed regularly to ensure that they reflect the current costs of use.
- E. The User shall provide and pay for adequate supervision and/or security, as required by the Director of Facilities Services, Chief of University Police, and/or a building supervisor.
- F. Misrepresentations in the rental agreement to use University facilities or failure to comply with the stated procedures of this policy are grounds for immediate cancellation of granted approval and withdrawal of reservation privileges.

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**340.1 Insurance**

- A. All requests to use University facilities are required to maintain for the duration of the agreement, at the user's cost and expense, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the use of the facility by the user or the user's guests. This insurance shall cover such claims as may be caused by any negligent act or omission.
- B. Specific Requirements for Commercial General Liability: The user shall purchase and maintain Occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the users or the users guests.
- C. Primary Insurance: The user's insurance coverage shall be primary insurance for the user's negligence as respect to the State, its officers, officials, employees, and volunteers and shall apply separately to each event or location. Any insurance or self-insurance maintained by the State, its officers, officials, employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it.
- D. Additional Insured Status: The State, its officers, officials, employees, and volunteers are to be covered as additional insured's for liability arising out of activities performed by or on behalf of the user, including the insured's general supervision of the users guests. (Risk Manager & Safety Coordinator will need a Certificate of Insurance showing MSU Billings has been listed as additional insured as well as all insurance limits, exp. dates, etc.)
- E. Insurance is to be placed with an insurer with a Best's rating of no less than A-. All certificates and endorsements are to be received by the state prior to the use of the facility. The state reserves the right to require complete copies of insurance policies at all times.
- F. The user shall protect, defend, and save the state, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments (including the cost of defense and reasonable attorney fees) arising in favor of or asserted by third parties on account of damage to property, personal injury, or death which injury, death, or damage, which arises out of the use of the facility from the user or the users guests.

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### 405.00 General Information

This section identifies the University facilities and the University Departments responsible for coordinating the use of the various facilities and the requirements for securing the use of the facilities.

**Student Union & Event Services Office** at (406) 657-2387

<http://www.msubillings.edu/events/Terms.htm>

<http://www.msubillings.edu/events/ReserveRoom.htm>

**Cisel Hall Music Facilities** at (406) 657-2350

**Physical Education Building and Athletic Facilities** at (406) 657-2370

**Residence Hall Facilities** (406) 657-2333

### 410.1 Academic Building Classroom or Auditorium Space (406) 657-2376

- A. Initial requests can be made to the Student Union & Event Services Office.
- B. Academic use by departments and colleges has priority over other uses. Organization assignments may be changed or canceled if conflicts with regular academic programs develop.
- C. No space assignments will be made during final examination periods unless by special permission from the Provost and Academic Vice Chancellor.
- D. Any active chartered student organization affiliated with, and sponsored by, an academic department may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars, or workshops, and special programs, e.g., band functions.
- E. Active chartered student organizations not affiliated with or sponsored by academic departments may request the use of space in academic facilities. This space will be assigned on a "limited" basis under the following conditions:
  - a. No suitable space is available in the Student Union.
  - b. The intended use is in keeping with the educational purposes of the University.
  - c. The intended use does not conflict with use by academic programs or academic/departmental organizations.
- F. The Student Union & Events Office will handle any billing for the space.



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**415.1 Student Union Building (406) 657-2387**

Meeting space in the Student Union is generally scheduled on a first-come, first-served basis by the Student Union and Event Services Office. If more than one group requests a space at the same time, the following priority system is followed.

- A. First priority is given to active chartered student organizations and University departments.
- B. Second priority is given to non-college groups that are sponsoring meetings that meet the usage requirements and/or policies of the Student Union, the University, and the MUS Board of Regents.

**420.1 Cisel Hall Music Facilities (406) 657-2350**

Cisel Hall Music Facilities are owned and maintained by the University for the primary use and benefit of the instructional music programs of the University, of allied non-college activities consistent with such programs, and of official events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized.

- A. All requests for use of the Music facilities in Cisel Hall must be made to the Music Department Administrative Associate (at (406) 657-2350 or in Cisel Hall Room 119) to be reviewed for approval and scheduling.
- B. Users of Cisel Hall Music Facilities must follow the Cisel Hall Music Facilities Room Use Policies and Procedures.
- C. For a copy of the Cisel Hall Music Facility Room Use Policies and Procedures, please contact the Music Department Administrative Associate at (406) 657-2350 or in Cisel Hall Room 119.

**425.1 Physical Education Building and Athletic Facilities (406) 657-2370**

The Physical Education Building and Athletic Facilities including the Outdoor Tennis Courts, Softball Complex, City College Soccer Complex, and other campus athletic facilities are owned and maintained by the University for the primary use and benefit of the instructional, intercollegiate, recreational, and intramural athletic programs of the University, of allied non-college activities consistent with such programs, and of official events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized.

- A. The use of the Sports Facilities will be coordinated by the Athletic Director/Physical Education Building Manager.
- B. All requests must be made to the P.E. Building Manager (657-2370) to be reviewed for approval.
- C. Fees will be assessed in accordance with the current schedule.
- D. Fees will be billed and collected by the Department of Health and Human Performance and will be deposited in the appropriate account.

**430.1 Residence Hall Facilities (406) 657-2333**

- A. The use of the Residence Halls will be coordinated through the Director of Housing & Residential Life during the academic year and will be coordinated by the Auxiliary Operations Manager during the summer.
- B. Fees will be assessed in accordance with the current schedule or current summer conference rates.
- C. Fees will be billed and collected by Housing and Residential Life and the fees collected will be deposited in the appropriate Auxiliary accounts.
- D. For additional information on Residence Hall Facility use, please see section 500.

**435.1 Campus Grounds Use (406) 657-2387**

The Student Union & Event Services Office coordinates the following campus grounds use: Student Union Patio, Campus Lawn, Cisel Field, Library Field, and designated areas within the Peaks to Plains Park.

- A. Selected grounds areas (other than those described previously) are available for activities (programs or events) that are sponsored and approved by University departments, active chartered student organizations, or individual students and employees.
- B. Academic use by departments and colleges has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.
- C. Those wishing to use campus grounds for events should contact Student Union and Events Services for a Ground Use Events Form.

**440.00 Conferences and Use by Non-affiliated Groups (406) 657-2387**

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Extended Campus provides conference services beyond space rental or catering, including event planning, registration, budget development, academic credit or CUEs and post-event services, and works closely with the Student Union and Events Office. The Student Union and Events Office is responsible for scheduling conference and special events space. If a group only needs space or catering the Student Union and Events Office will coordinate requests for space with the persons responsible for the use of facilities as outlined in this policy.

### **445.00 Use of Campus Mail Facilities**

The use of campus mail for the transmittal of correspondence without postage is limited to official University business. Mail, which contains correct postage, will be accepted and processed through the campus mail system. All use of the campus mail system not specifically authorized is prohibited.

<http://www.msubillings.edu/boffice/Policy/Mailroom%20Policy%209-12-13.pdf>

### **450.1 Use of Computers and Computing Facilities**

- A. Non-affiliated groups may use computing facilities/equipment only if the use will not disrupt regular academic, laboratory or research programs of the University or if the facility/equipment is not needed by University affiliated faculty, students or other employees at the time requested.
- B. For purposes of this policy, faculty, staff or students performing consulting work or otherwise providing a service for an entity other than the University are considered non-affiliated groups.
- C. Non-affiliated groups may apply to use the facilities/equipment by submitting a written request to the Chief Information Officer or Associate Chief Information Officer.
- D. Persons using University computers and University computer facilities are required to comply with the University's Acceptable Use Policies.

[https://www.msubillings.edu/technology/Enterprise\\_Policies.htm](https://www.msubillings.edu/technology/Enterprise_Policies.htm)

### **460.00 Other Campus Facilities (406) 657-2155**

The Vice Chancellor for Administration or designee shall approve the use of all other campus facilities.

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#### 520.00 Use of the Residence Halls by Non-Affiliated Groups

#### 530.00 Use of Common Rooms in Residence Halls

#### 540.00 Fund-Raising Activities in Residence Halls

#### 550.00 Sales, Sales Promotion and Commercial Activity in University Housing

#### 560.00 Housing Posting Guidelines and General Posting Guidelines and Philosophy

### 510.00 Purpose of Residence Halls

The University has established residence halls (including Family Housing apartments) in an effort to provide campus living arrangements that are conducive to the academic and personal development of students. Residential areas are private and are managed by University staff to ensure protection of the rights of students to study, sleep, and function as a part of a living-learning community. This community of students is subject to policies that are in keeping with the mission of the University, including policies for reasonable limits on levels of noise, visits by guests, and commercial activities.

#### 520.1 Use of the Residence Halls by Non-Affiliated Groups

- A. Non-affiliated groups may be authorized to use the residence halls for a fee during periods when students do not occupy them (i.e. Summer conferences, support of federal/state agencies).
- B. The terms and conditions of the use will be set forth in a written agreement authorizing the use.

#### 530.1 Use of Common Rooms in Residence Halls

- A. Common rooms in residence halls, including community rooms, lounges and recreation rooms are available primarily for hall-sponsored activities and informal use by individual students. The Housing Director or designee may authorize the occasional private use of common rooms by hall residents for small gatherings such as showers and parties, however space will never be permitted for use in conjunction with sales of products or services (i.e. Pampered Chef, Leah Sophia, Personal business or services, etc.).
- B. Non-affiliated groups may not use common rooms of Residence Halls when students occupy the Residence Halls.

#### 540.1 Fund-Raising Activities in Residence Halls

Affiliated groups may conduct fund-raising activities for their group in the residence halls under the following conditions.

- A. Written permission must be obtained from the Residence Life Office.
- B. The activity may be conducted only within the main lobby of the hall or other common areas of the residential facilities designated by the Director of Housing & Residential Life, and only during those times designated by the Director. No door-to-door solicitation is allowed.
- C. Any such activity must comply fully with all applicable laws, regulations, ordinances and University policies.
- D. The group must agree to be responsible for any damage to University property resulting from the fund-raising activity, and for cleanup of the facility at the conclusion of the event.

#### 550.1 Sales, Sales Promotion and Commercial Activity in University Housing

- A. No individual or group, affiliated or non-affiliated, may make door-to-door commercial solicitations in the residence halls (including apartments and suite-type facilities).
- B. Commercial transactions, commercial presentations, and the making of sales agreements that are legal and otherwise comply with all applicable laws, may take place in a student's private room or apartment under the following conditions:
  1. Sales persons and any other guests must be invited to the room for a commercial transaction in advance by the student occupant of the room. All roommates must consent to such an invitation.
  2. Students may use their private rooms for infrequent commercial transactions, but they may not schedule such transactions on a regular or continuous basis. Housing & Residential Life policy prohibits an individual student from operating a continuing business from his or her private room.

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3. A student inviting non-resident guests to his or her room for a commercial transaction assumes responsibility for the actions of his or her guests while they are present in the residence hall.
4. The number of guests in a student's room for a commercial transaction may not exceed maximum room occupancy limits. Students may not use the common areas of the residence halls for such commercial transactions.
5. No solicitation door to door in the Residence Halls or in the main lobbies is permitted. Anyone found in violation of this policy may be charged with criminal trespassing and removed from campus. Students in violation of this policy will be subject to the student conduct code process.
6. Students may not post fliers or information promoting or inviting people to their room for sales.

**560.1 Housing Posting Guidelines and General Posting Guidelines and Philosophy**

- A. The office of Housing & Residential Life is proud to support the efforts of campus related events and community members who wish to post updates in the residence halls.
- B. In general no postings will be allowed with the following information:
  1. Display or promotion of alcohol (even legal age drinking), bars, or events where alcohol is used as a promotion tool.
  2. Display or promotion of sexual behavior or acts
  3. Display or promotion of violent behavior or acts
  4. Display or promotion of oppression or culturally insensitive or non-tolerant expression
- C. The office of Housing & Residential Life will post fliers based on the following criteria:
  1. MSUB Related Events or Promotions: One per bulletin board at each elevator stop in both halls (12 Total, Letter or Legal Size)
  2. Non-MSUB or Community Events or Promotions: One per bulletin board in each res hall lobby elevator stop (2 Total, Letter or Legal Size)
- D. All postings must be approved by the office of Housing & Residential Life prior to posting. Any unapproved postings will be taken down and parties are subject to losing posting privileges in the future.
- E. All postings must be on Letter or Legal Size paper. No signs will be posted in the bathroom or shower area without permission from the Housing & Residential Life office.
- F. Large Event Posters/Signs in Main Lobby
  1. One poster per event is permitted in the main lobby of Petro & Rimrock Halls and will be hung after receiving permission and approved by the Housing Office.
    - a. Posting Restrictions: Rimrock: No posting on the glass windows near the lobby computer looking into the elevator area as it restricts surveillance camera views
  2. No banners are allowed in the main lobbies of Petro and Rimrock Halls.
  3. All posters must be stamped with approval from the office of Housing & Residential Life.
- G. Digital Screen Postings
  1. The Office of Housing & Residential Life is happy to provide digital screen service in both residence hall lobbies to promote events or programs. MSUB events and promotions are ONLY permitted to use the digital screen as a form of advertising. Off campus entities are only permitted to utilizing elevator-posting areas.
  2. Digital Screen promotions must be submitted to the Assistant Director Housing for consideration and proper uploading to the screens. Promotions must be submitted via email as a PowerPoint and designed appropriately:
    - a. Must be saved as a PowerPoint and pages set up in "On-Screen Show (16:9)" format: Go to Design on the tool bar; Select Page Set Up; Go to On-Screen Show (16:9) on the "Slides Sized for:" drop down box
  3. Postings will be rotated out after their date of expiration and may only be posted up to 2 weeks prior to the event.
- H. Individual Room Doors: No materials may be placed on doors, doorknobs or in the door holders unless the individual owner of the room chooses to hang a sign on his/her door without permission from the Director for Housing & Residential Life.
- I. Signs or Banners Hung off Balconies: Nothing may be hung off of balcony floors without the express written permission of the Director for Housing & Residential Life.

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### 610.1 Acceptable Use

- A. All use of University facilities must comply with applicable law, this policy and any other university policy pertaining to each use.
- B. The user shall comply with all University regulations and policies.
- C. Certain facilities have adopted complementary facilities use policies.
- D. Permission to use University facilities may be withdrawn if the use does not comply with applicable laws and University policies.

### 620.1 Freedom of Expression

- A. MSU Billings supports and encourages diverse points of view, though they may seem distasteful or offensive to some, as this is the nature of the University's educational responsibility and is safeguarded by the freedom of expression.
- B. The acceptance of diversity is a fundamental tenant of the university system, and is instrumental to the creation of new discourses and the weighing of different views.
- C. MSU Billings recognizes the First Amendment rights to expression. These rights include individual and group activities including but not limited to: Assembling, Demonstrating, Signing, Pamphleting, Structuring, and Political campaigning. The right to freedom of speech includes exercising it responsibly, including abiding by the University's Freedom of Expression Policy.

### 630.1 Prohibited Use

University facilities and areas may not be used in ways which

- A. obstruct or disrupt teaching, research, administration, disciplinary procedures or other University activities or operations, or any other authorized use or activities on University premises;
- B. interfere with the rights of others to enter, use or leave any University facility, service or activity;
- C. expose persons or property to safety hazards or risk of injury; or are illegal or unlawful.

### 640.1 Unauthorized Entry or Use

Unauthorized entry or use is not permitted.

- A. Unauthorized entry or use of University facilities, equipment, materials, properties, services or other facilities located on University property.
- B. Possessing, using, producing, manufacturing or having manufactured without proper authorization, any key or unlocking device for use of University facilities or locks.

**Facility Use Policies & Procedures**  
**POLICY NUMBER 603.1**

**650.1 Restrictions on use**

- A. Tobacco Use: MSU Billings is a tobacco free campus. The use, sale, or distribution of tobacco products is prohibited on all properties owned, operated, or leased by Montana State University Billings, including all:
1. interior space on the MSU Billings campus and property leased by MSU Billings
  2. outside property or grounds on MSU Billings campuses, including areas such as walkways, parking lots, sky bridges, and patios;
  3. outside property leased by MSU Billings;
  4. vehicles owned or leased by MSU Billings; and
  5. indoor and outdoor athletic facilities.

MSU Billings Tobacco Free Campus Policy [http://www.msubillings.edu/GenInfo/Tobacco-Free\\_Campus/MSU\\_Billings\\_tobacco-free\\_campus\\_policy.pdf](http://www.msubillings.edu/GenInfo/Tobacco-Free_Campus/MSU_Billings_tobacco-free_campus_policy.pdf)

- B. Alcoholic Beverages: the use, possession or distribution of alcoholic beverages is prohibited on University property or in its facilities, except as expressly permitted by law and the University's Alcohol/Drug Policy.
- C. Narcotics or Drugs: the unlawful use, possession, manufacture, sale, or distribution of marijuana or any narcotic, drug, drug paraphernalia, medicine, chemical compound, or other controlled substance defined as illegal under federal, state, or local laws. Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Possession of a valid and appropriately held Medical Marijuana Permit identification card does not authorize a student to possess, use, or distribute marijuana in any university-owned property or in any public area of the university.

Campus Alcohol & Drug Policies: [http://www.msubillings.edu/studenthealth/alcohol\\_policy.htm](http://www.msubillings.edu/studenthealth/alcohol_policy.htm)

- D. Montana State University Billings restricts the possession and use of firearms on the campuses of Montana State University Billings. Montana State University Billings will maintain an armory within the University Police office. This armory is free and available only to students in good standing with the university. The armory is provided to accommodate students with an interest in recreational activities requiring the use of firearms and other weapons. In general, Firearms and Dangerous Materials: with the exception of law enforcement personnel, the possession or use of firearms, ammunition, weapons, fireworks, explosives, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances is strictly prohibited on all campus properties. Switchblade knives, bayonets, and all concealable weapons with blades over three (3) inches in length are prohibited on campus and within the residence halls at any time.
- E. The use of amplification equipment will follow the guidelines set forth in this document.
- F. Open burning and detonation of fireworks are not permitted within the City of Billings and are prohibited on campus, except for certain special events that are conducted in compliance with city ordinances and properly permitted by the city.
- G. No person may sleep in, camp on or inhabit any University facility, parking lot or other university property that is not designated as a residence hall or family housing. The Chancellor or his designee may grant permission for special events sponsored by the University, which include an overnight stay.
- H. Dogs, other than service dogs for the disabled, are not permitted in buildings on campus. Exceptions may be made by the Building Manager through the University Police and will be in writing.
1. All dogs must be on a leash and may not be left unattended.
  2. All dog owners will be subject to the relevant ordinances of the City of Billings.
- I. The use of skateboards, rollerblades, snowboards, and skis or any other equipment, which may damage university property, is prohibited on campus.

**660.1 Special Rules for Athletic Facilities and Special Events**

- A. The University is committed to promoting safe conditions for persons attending events in the Physical Education Building and Athletic Facilities including the Tennis Courts, Softball Complex, City College Soccer Complex, and other campus facilities.
- B. Accordingly, the rules enumerated below apply to athletic and special events.

**Facility Use Policies & Procedures**

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1. Air horns, glass bottles, bota bags, ice chests, and thermoses (in excess of two quart capacity) are prohibited in all Athletic Facilities. Individuals possessing such items will not be admitted to, or will be removed from sports or concert facilities.

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2. Other restrictions may apply under the rules adopted for use of Athletic Facilities or if required by contractual obligations of the University with the performers, promoters or other contractors.
3. Patrons may be asked to open containers, picnic baskets, bags, coats, jackets, etc. to confirm compliance with these requirements.
4. Violators may have their beverages or drugs confiscated and may be subject to University disciplinary action and/or legal proceedings. Patrons, who are intoxicated, cause a disturbance or disruption, or who otherwise violate these rules will be removed from the event without refund of ticket price.

**670.00 Solicitation of Charitable Contributions**

Unless authorized by the Chancellor or designee, University facilities and areas may not be used to raise money or to solicit contributions for any individual or organization, except an affiliated group raising money for the support of said group.

**680.00 Use of Amplification Equipment**

The use of loudspeakers or any other type of amplification equipment or amplified musical instruments on the University grounds is by permission only. Amplification equipment or use of public address systems will not be permitted on University property or in University facilities if it interferes with the learning environment or the individual rights of those living or working on or near University property.

Policy 6606 – Amplification Equipment, Use of
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**690.00 Posting of Advertisements, Printed Material, and Solicitation**

No commercial solicitations or advertisements, and no commercial sales, displays, or distributions of publications on the campus are permissible except as provided for in the Posting of Advertisements, Printed Material and Solicitation Policy.

Policy 6605 - Posting of Advertisements, Printed Material and Solicitation
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## 700.00 Food Sales, Alcoholic Beverage Service and Vendors

### SECTION CONTENTS

**710.00 General Statement**

**720.00 Food Service by Affiliated and Non-Affiliated Groups**

**730.00 Food Service by Non-Affiliated Groups Renting Sports Facilities**

**740.00 Exceptions**

**750.00 Concessions**

**760.00 Event Approval for Service of Alcoholic Beverages**

### 710.00 General Statement

For the purpose of reducing the risk of liability and maintaining quality, food safety and control, all food and beverages sold and provided on campus must be supplied by Sodexo Dining Services or as approved by the University in a contract with a user of University facilities.

### 720.00 Food Service by Affiliated & Non-Affiliated Groups

MSU Billings Catering by Sodexo has exclusive rights to catering on the Montana State University Billings Campus, including City College. No unauthorized sale or complimentary distribution of food or beverages is permitted. <http://www.msubillings.edu/dining/catering.html>

### 730.1 Food Service by Non-Affiliated Groups Renting Sports Facilities

- A. All food sold or catered in Sports Facilities must be arranged through Sodexo Dining Services.
- B. A non-affiliated group that has contracted to rent the Physical Education Building and Athletic Facilities may serve off-campus food within the facility if it is part of the written contract governing the use of the facilities.
- C. Food may be donated and served in Physical Education Building and Athletic Facilities as part of a hospitality area for the convenience of its workers, officials, etc. Under no circumstances may such donated food be sold or provided to the general public.

### 740.00 Concessions

Concessions at the Physical Education Building and Athletic Facilities are facilitated by the bookstore. A contract will be awarded and the vendor will follow the rules set forth in the contract.

### 750.1 Exceptions

- A. Exceptions to these guidelines will include educational events such as the International Food Bazaar.
- B. Private office gatherings, where no outside guests are invited to attend, such as staff meetings, holiday parties, birthdays, etc. are permitted to bring pot luck type foods including pizza or sandwich type deliveries. However, no outside catering is permitted to cater these types of events.

### 760.1 Events with Service of Alcoholic Beverages

- A. According to the Board of Regents' Policy, Montana State University Billings will allow the serving of alcoholic beverages on campus provided certain conditions are met.
- B. It is the responsibility of the event sponsor or host organization to obtain a University Alcohol Approval Form, in advance, whenever alcohol will be present.
- C. In all cases, the event sponsor should refer to the Montana State University Billings Alcohol Policy to insurance compliance with state law, Board of Regents policy, and MSU Billings policy.

Serving Alcohol on Campus: <http://msubillings.edu/technology/forms/alcoholform/>

Campus Alcohol Policy: [http://www.msubillings.edu/studenthealth/alcohol\\_policy.htm](http://www.msubillings.edu/studenthealth/alcohol_policy.htm)

Board of Regents Policy 503.1: <http://mus.edu/borpol/bor500/503-1.pdf>

## 800.00 Restricting Access to Campus Property

### SECTION CONTENTS

- 810.00 Authority
- 820.00 Denial or Restriction of Access to University Property
- 830.00 Trespass Warning
- 840.00 Appeal of Denial of Access

### 810.00 Authority

The University may prohibit, limit or otherwise restrict access to or use of its buildings, facilities or other property as may be necessary to provide for the orderly conduct of the University's educational, research and service programs and the safety and security of the campus property, students, employees, guests and other visitors.

### 820.1 Denial or Restriction of Access to University Property

- A. The Chancellor, Vice Chancellor, campus police officer or any university official designated by them, may restrict or deny any person's access to the campus or to a building or a portion thereof, if the person engages (or threatens to engage) in conduct which:
  - 1. Interferes with the orderly operation of the University programs, buildings or other facilities;
  - 2. Violates the university regulations pertaining to the use of facilities;
  - 3. Creates reasonable apprehension of harm or injury to persons or property; and/or is proscribed by law.
  - 4. Possesses, uses or manufactures without proper authorization, any key or unlocking device for use of the University facilities.
  - 5. Enters or uses University facilities, equipment, materials, properties, services or other facilities located on University property without proper authorization.
  - 6. Unauthorized entry or use is defined as unauthorized entry to or use of University facilities, equipment, materials, properties, or other facilities located on University property and/or possessing, using, producing, manufacturing or having manufactured without proper authorization, any key or unlocking device for use of University facilities or locks.
- B. .

### 830.1 Trespass Notification

- A. The University official restricting or denying access shall issue a trespass notification (orally or in writing) to the person, if possible. A trespass notification may be issued to students or non-students and may apply to an individual's vehicle as well.
- B. University Police Officers or officials issuing a trespass notification should:
  - identify themselves;
  - advise the person that he/she is on University property and that permission to be on University property, or designated area is revoked; and inform him/her noncompliance may result in an arrest and prosecution for criminal trespassing to the full extent of the law.
- C. An oral trespass notification should be documented in writing. Prior to issuing the trespass notification, the University Police Department should be notified and a police officer will respond to assist in the notification process.

### 840.1 Appeals for Denial of Building Use Requests

Students, student organizations, or campus departments whose requests for the use of buildings or non-academic facilities are denied may appeal with the Vice Chancellor for Student Affairs (Vice Chancellor for Student Affairs Office 657-2307) in accordance with the following procedures:

- A. The student or organization must file a written appeal describing the objections to the denial in the Vice Chancellor for Student Affairs Office no later than five (5) University business days after receiving notice of the denial from the Student Union & Event Services Office.

**Facility Use Policies & Procedures**  
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- B. The Vice Chancellor for Student Affairs shall convey the appeal decision, in writing, to the student or organization and to the Student Union & Activities Office within a reasonable time after receiving the appeal, but no later than ten (10) University business days from the receipt of the written appeal.
- C. The decision of the Vice Chancellor for Student Affairs is final.

**900.00 Other Related Information and Links**

MSU Billings Student Handbook <a href="http://www.msubillings.edu/VCSA/PDF/Studenthandbook.pdf">http://www.msubillings.edu/VCSA/PDF/Studenthandbook.pdf</a>
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