

## **General Use of and Access to University of Illinois Springfield Property**

**Policy Title:** University of Illinois Springfield General Use of and Access to UIS Property

**Policy Owner:** Vice Chancellor of Finance and Administration

**Responsible Official:** Associate Vice Chancellor for Facilities and Services

**Approved by:** UIS Chancellor by recommendation of the Cabinet

**Date Approved:** 8/23/24

**Effective Date:** 8/23/24

**Targeted Review Date:** 9/1/25

**Contact:** facilities@uis.edu

**Related Policies:**

University of Illinois Springfield Expressive Activity Policy

Handling Disruption of Academic or Operational Functions - University of Illinois Springfield

Parking Policy

Protection of Minors Policy

### **I. Purpose**

This policy sets forth general use and access parameters to (i) preserve University of Illinois at Springfield (UIS) Property for use to which it is lawfully dedicated; (ii) promote the proper and optimal use of UIS Property in furtherance of the university's mission and operations; and (iii) protect the overall condition, safety and security of UIS Property and its users. This policy is intended to be supplemented by other applicable university policies and does not supersede University Statutes, General Rules or applicable laws.

This policy is not intended to and shall not be construed to impair any right or activity, including speech, protest or assembly, protected by the U.S. Constitution, by the Constitution of the State of Illinois or by other federal or state law and permitted by university policy.

### **II. Scope**

This policy applies to all University Community Members including students, registered student organizations, employees, affiliates and visitors.

### **III. Policy**

The use of and access to UIS Property must comply with all applicable state and federal laws and university policy. The use of and access to UIS Property by individuals other than in connection with UIS educational or research programs is permitted only as set forth in this policy and other applicable university policy. Unauthorized use of or access to UIS Property is prohibited.

1. Use for the University's Mission: UIS Property is primarily for use by UIS students, employees and visitors in furtherance of the University's teaching, research, economic development and public service missions and business operations. UIS Property is not

available for unrestricted use for other purposes and must be authorized by the university and permitted by university policy.

2. **Publicly Accessible Areas:** Publicly accessible areas of UIS Property are generally open to UIS students, employees and visitors for access and use in accordance with university policy and applicable law during open hours, as determined by the university. Publicly accessible areas generally include: public sidewalks, unsecured lawn areas and other open and unsecured outdoor spaces, public streets, public meeting areas, designated areas within the Student Union building, retail spaces, library, and most administrative and academic buildings, as determined by each facility. The university may open other UIS Property to the general public for a designated time and purpose. Consistent with applicable law and university policy, authorized university officials acting within the scope of their university duties may limit or restrict access to public areas for public health, safety or security purposes at the discretion of the university.

3. **Limited Use and Restricted Areas:** Authorized university officials acting within the scope of their university duties, including but not limited to Designated Officials, may establish and publish rules for use of and access to specific UIS Property or portions thereof to maintain the purpose and function of the property. Rules and policies for use and access may include but are not limited to, establishing open and closed hours or periods and limiting access to or use of areas intended for certain users or a specific, limited purpose.

Individuals must comply with rules for use of and access to University Property established by the university and university-authorized signs that convey restricted access or use. Individuals on University Property must comply with directions of a university official or other public official acting within the scope of their university or official duties, and must not impede university officials or other public officials in the performance of or the attempt to perform their official duties.

4. **Hours of Operations:** All UIS facilities/buildings are generally closed from 10 p.m. to 6 a.m. unless the facility/building has been properly reserved, in which case the building may be open pursuant to the reservation. Some university units, such as auxiliary units, determine and maintain their open and close schedule independent of Facilities and Services. Those Venues manage and control authorized access. The use of and access to university buildings outside of listed hours is restricted to faculty, staff and students who have authorized use of university building keys or other access control devices (cards, etc.) and the use of or access to such building is for an authorized university purpose. Such persons must carry a university identification card and identify themselves upon request by university officials or other building security personnel. When the buildings are closed, all exterior doors are locked. The university reserves the right to change or restrict the business hours for any location without advance notice for public health, safety or security considerations.

5. **Security Compliance:** Individuals on UIS Property must not bypass, damage, interfere with, or attempt to deceive by fraudulent means, any university-authorized security measure

or security camera, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, University Property or events, or portions thereof.

6. Identification: Individuals on University Property may be required to provide identification at the request of an authorized agent of the university acting within the scope of their university duties and state and federal law.

7. Camping: Camping on UIS Property is prohibited except in those areas specifically designated by the university as a campground and used exclusively for the purpose of camping. Unauthorized tents and other objects on UIS Property are subject to removal and disposal by the university.

8. Temporary Structures: Direction, procedures and the appropriate approval are needed prior to the acquisition and placement of temporary structures on university property to prevent the unwanted expenditure of resources; to prevent any negative effect to other university offices, activities, or stakeholders; and to ensure the university maintains and preserves an aesthetically pleasing living, learning and work environment. With Chancellor approval, temporary structures may be placed on university property to meet a short-term need for space, subject to established procedures found on the Facilities and Services website, [www.uis.edu/facilities-services](http://www.uis.edu/facilities-services).

9. Commercial Activity on University Property: Commercial Activity on UIS Property is prohibited unless authorized through an approved facility use agreement or other university approved agreement or otherwise authorized by university policy. This policy does not apply to official University activity or University-sanctioned activity, or other activity by employees of the university acting in the course and scope of their university duties and authority. Commercial Activity in residence halls also must comply with applicable University Residence Life policies.

#### **IV. Procedures**

1. Reservation: Use of UIS Property must be in compliance with the Procedure for Reservation of University of Illinois Springfield (UIS) Property available on the Facilities and Services website, [www.uis.edu/facilities-services](http://www.uis.edu/facilities-services), including applicable security assessments, facilities use agreement, and insurance requirements.

2. Notice to Depart and Trespass: Individuals who use or access UIS Property in violation of applicable law or university policy may be directed to cease such action and/or provided notice to depart from UIS Property or any part thereof. Individuals may not enter upon UIS Property after receiving notice that entry is prohibited or remain on UIS Property after receiving notice to depart. Notice for purposes of this paragraph may be provided by oral or written communication from a Designated Official or authorized university official acting within the scope of their duties, which may include, but is not limited to, a printed or written notice forbidding entry conspicuously posted or exhibited on the UIS Property where entry is prohibited.

Individuals who have engaged in illegal activity, a violation of university policy, or conduct that is or may reasonably be deemed to be threatening, disruptive or violent may be issued a No Trespass Notice by the university that restricts an individual's access to UIS Property or any part thereof. No Trespass Notices may be issued in accordance with No Trespass Guidance. The university also has the authority to restrict an individual's access to UIS Property, or any part thereof, using other established processes such as the Student Code and/or the employment discipline procedures.

Individuals who violate this policy or otherwise knowingly occupy or remain on UIS Property after due notice to depart and/or No Trespass Notice may be in violation of Illinois law, including but not limited to the Illinois statute on interference with a public institution of education (720 ILCS 5/21.2-1) and/or criminal trespass to state supported land (720 ILCS 5/21-5), and are subject to police intervention and criminal action in accordance with applicable criminal laws and other consequences in accordance with applicable university policies and procedures.

3. Violation of Policy or Law: A violation of this policy or applicable law may result in discipline in accordance with applicable university policies and procedures or other consequences, such as potential civil or criminal action in accordance with applicable civil and criminal laws.

## **V. Definitions**

Camping includes any of the following: (i) setting up or pitching, or attempting to pitch or set up, a camping tent or shelter, (ii) establishing or maintaining, or attempting to establish or maintain, an outdoor site on UIS Property for the purpose of overnight stays or sleeping, (iii) establishing or maintaining, or attempting to establish or maintain, temporary or permanent living quarters at any location on UIS Property other than residence halls, apartments or other university-managed housing; for purpose of this definition, "living quarters" includes living rooms, bedrooms or other spaces that are capable of being occupied as the equivalent of a residence or accommodation, and (iv) the overnight use in public or outdoor spaces of sleeping bags, blankets, makeshift shelters, motor vehicles, motor homes, campers or camp trailers.

Commercial Activity includes

1. Conducting a commercial transaction;
2. Activity conducted for the purpose of advertising, peddling or selling goods and services; offering goods and services for sale; or distributing samples of goods and services for sale; or
3. Soliciting funds or financial contributions for an organization.

Commercial Activity does not include an isolated, personal transaction between individuals not in the course of repeated transactions of a like nature.

Temporary Structure is a non-permanent structure that meets the following criteria: 1) is portable, 2) is not permanently affixed to or in the ground, 3) often does not conform to the

university's Master Plan, 4) is not considered real property, 5) is not considered fixed equipment, 6) and/or is below the capitalization thresholds identified by the Office of Business and Financial Services' policies and procedures for property accounting and classifying equipment and property.

Venue Manager and/or Designated Official is an individual who has been appointed by the Chancellor or the Chancellor's designee to manage space, events and activities and to make decisions about use of specific UIS Property.

University Policy includes University Statutes, General Rules, actions of the Board of Trustees, University policies, including the Campus Administrative Manual, codes, regulations, authorized orders or instructions by university officials acting within the scope of their university duties, and rules or policies established by a Designated Official or facility.

University of Illinois Springfield (UIS) Property means all buildings, grounds and other internal and external spaces owned, controlled or leased by the university.

University Community Members means any faculty, staff, students, registered student organizations, affiliates or visitors.

## **VI. Exceptions**

This policy does not apply to authorized university operations (e.g., construction and maintenance) or to university personnel carrying out an authorized university service or activity while acting within the scope of their university duties and responsibilities.

The Chancellor, or the Chancellor's designee, has the authority to grant exceptions to this policy and to develop additional procedures as may be appropriate.

Date approval recommended by Chancellors Cabinet: 08/23/2024

Date approved by Chancellor: 08/23/2024

Chancellor Signature: 