The purpose of the Policy Development Plan and Impact Statement is to assist the Responsible Office in conducting a thoughtful review and assessment of what is needed to develop and implement new UO Policy Statements or revisions to existing UO Policy Statements.

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<tr>
<th>Date:</th>
<th>5/24/10</th>
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<tbody>
<tr>
<td>Responsible Office:</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Responsible Person:</td>
<td>Russ Tomlin</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tomlin@uoregon.edu">tomlin@uoregon.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>6-3029</td>
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- **New**
- ✓ Revision *(Substantive Change)*

**Policy title:**
Use of Facilities and Outdoor Space

**Policy number (if existing Policy Statement):**
04.00.05 Scheduling Use of Facilities

**Describe the purpose/reason for the new or revised policy:**
The purpose of this policy is to describe policy regarding the permissible use of facilities and outdoor space owned or operated by the University of Oregon.

**Indicate efforts made to research and identify existing policies that are similar or related to this proposed policy; summarize findings:**
Staff from the Provost and General Counsel’s researched and identified a number of policies (in addition to existing 04.00.05) that are directly or indirectly related to this revision. As a result of this revision, some will need to be modified and some can be eliminated. A few others, while related to the use of space, should be left as separate policies.

- Campus Catering Services 04.00.01 (related)
- Campus Fund Raising 06.00.04 (revision needed)
- Campus Speakers 01.00.03 (revision needed; see Freedom of Inquiry)
- Campus Visitors 01.00.04 (no change necessary)
- Temporary Use of Outdoor Campus Space 04.00.08 (eliminated; included in this policy revision)
- Use of Facilities By Non-University Organizations 04.00.07 (related)
- Registration of Employee Organizations 01.00.07 (eliminated; included in this policy revision)
- Policy Statement Safety and Security: University Safety (related)
- OAR 571-011-0025 Athletics Facilities document (revision needed)
- OAR 571-011-0020 Use of University Facilities (revision needed)
- OAR 571-011-0015 Delegation of Authority to ASUO (revision needed)
- Eugene Municipal Code sections (on noise disturbances) 4.080, 4.081, 4.083, 4.084 (separate policy needed)

**Does the proposed policy (check all that apply):**
- ✓ Comply with federal and state laws, rules and regulations
- ✓ Impact existing policies, procedures, or forms
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<th>Impact union contracts</th>
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<td>Impact other; please identify:</td>
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**Identify units and stakeholder groups that this policy will affect:**

Faculty, Staff, Students, and the general public

**What will be the impact of the policy (positive and negative) on those affected?**

This policy revision will impact all stakeholder groups by providing greater clarity on the acceptable use of university facilities.

**What will be the financial impact of the policy?**

Click here to enter text.

**Indicate the methods to be used to gather input and provide an opportunity for notice and comment, as applicable:**

- Interviews (individual or group): Russ Tomlin met individually with the Provost, Vice President for Finance and Administration, Vice President for Student Affairs, and...
- Public announcement and request for comment
- Public forums
- Other; please indicate: Click here to enter text.

**Indicate what will be needed to effectively implement the policy (i.e. key deliverables) and who will provide it:**

- Procedures, supplemental guidance; provided by: University Scheduling Manager
- Forms, templates; provided by: University Scheduling Office
- Training; provided by: University Scheduling Office
- Other; please indicate: Click here to enter text.

The **consultation and review** of the following individuals and/or groups will be sought, as applicable, at the appropriate points in the process (check all that apply).

- ASUO Senate
- Department of Public Safety
- Facilities Services
- Faculty Advisory Council
- Graduate Council
- Human Resources
- Information Services
- Leadership Council: COMPLETED on...
| ☑  | President |
|    | Senior Vice President and Provost |
|    | Senior Vice Provost for Academic Affairs |
|    | Undergraduate Council |
| ☑  | University Counsel |
| ☑  | University Senate (underway) |
| ☑  | Vice President for Finance and Administration |
| ☑  | Vice President for Office of Institutional Equity and Diversity |
| ☑  | Vice President for Research and Graduate Studies |
| ☑  | Vice President for Student Affairs |
|    | Vice President for University Relations |
| ☑  | Other; please indicate: ASUO |

Please indicate implementation strategies that may be necessary to help reduce the impact of the new policy or revision.

-☐ Provide exemptions to units/groups who may experience hardship due to the policy changes
-☐ Policy implementation in phases
-☐ Delaying the effective date to allow time for affected units/groups to adjust to the new policy
-☐ Other; please indicate:  

What targeted communications and training activities will be used to build awareness and enable effective implementation of the policy?

General campus communication to all faculty and staff, with specific trainings offered to interested campus employees, managers/schedulers of locally-controlled facilities and student organizations

Indicate estimated or desired policy effective date:

July 1, 2010

What existing or new mechanism(s) will be used to ensure policy compliance? What is the anticipated frequency of the monitoring?

New: Locally controlled facilities will produce policies and procedures which are reviewed by the University Scheduling Manager before July 1, 2010 implementation date. Annual compliance review will follow. University Scheduling office will be responsible for ensuring compliance for university facilities.

How frequently will this policy undergo a comprehensive review?

Every 5 years

Additional information: (optional) Provide other information relevant to this proposed new policy or revision:

In January 2010, the Provost charged a work group, led by Russ Tomlin, to review and revise the current facilities use policy. The work group included representatives from the faculty (Margie Paris-Law, Tim Gleason-SOJC), administration (Brian Smith-VPFA, Kathie Stanley-VPSA, and Beverlee Stilwell-Provost Office) and General Counsel (Randy Geller). The workgroup was also supported administratively by Pam Palanuk and Marilyn Skalberg.