



Winona State University

Use of University Space/Facilities

Winona State University (WSU) recognizes and promotes an intellectually open campus. The free exchange of ideas through written, spoken, and other forms of expression reflects its support of diverse points of view, and commitment to excellence in education and research.

The University will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. Protesting is permissible in public and limited public places unless it is a disruptive activity or impedes access.

Winona State University maintains its right to place reasonable restrictions on time, place, and manner for acts of expression and dissent. Any acts that are disruptive to the regular and ongoing operations of the university, including classes and university business as well as events scheduled on campus, will not be permitted.

1. General Policies

A. Purpose:

University facilities and outdoor space are governed by the policies of Winona State University and Minnesota State Colleges and Universities (MnSCU) and exist for the primary purpose of serving a planned and scheduled program of educational activity.

B. WSU Spaces and Facilities – Definitions:

A variety of facilities and space are available on the Winona State University campus. Availability of these areas is determined on a first-come-first-served basis and is based on the designation of the facility or space. Access is governed by requestor's relationship to the University. See definitions below.

Public Spaces:

- Streets
- Sidewalks
- Public parking areas
- Green space

Limited Public Spaces:

This is not intended to be an exhaustive list. The nature of the space may vary depending on university use.

- Outside Kryzsko Commons
- Kryzsko – Student Union
- Gazebo
- Library
- Athletic facilities

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- Meeting rooms
- Auditoriums
- SLC atrium
- Conference facilities
- Performing arts facilities
- Visual arts galleries

Non-Public Spaces

- Classroom buildings
- College Offices
- Residence hall buildings

C. University and Non-University Entities - Definitions:

When not required for regularly planned educational or research programs, and subject to other University policies, University facilities or outdoor space may be made available for use by University entities and Non-University entities. University entities shall include only colleges, departments, and other university organizational units; faculty; staff; students; University-related foundations and University alumni association; and officially recognized student organizations. Non-University entities shall include only individuals and organizations that are not acting as University entities and are not sponsored by a University entity.

D. University Entities Use of Space (Includes sponsored or sanctioned programs):

Public Spaces – No reservation required.

Limited Public Spaces – Reservation required by the process described in subsection F.

Non-Public Spaces – Access limited, reservations required when available by the process described in subsection F.

E. Non-University Entities Use of Space:

Public Spaces –Reservation required by the process described in subsection f with at least two business days notice.

Limited Public Spaces – Reservation required by the process described in subsection F with at least two business days notice.

Non-Public Spaces – No usage allowed except by invitation or sponsorship of a WSU entity.

F. Facilities Reservation Process:

If a reservation is required for use of Winona State University facilities, requests for access must be submitted via the reservation process described at:
www.winona.edu/facilities/2751.htm

At the time of the request, the following information will be required:

- Name of person or organization sponsoring the event
- Location, date, and time requested for the event
- General purpose of the event and list of activities
- Equipment to be used

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- Anticipated attendance

A designated responsible party from the sponsoring organization, identified at the time of registration, must be present at the event.

Any contract drawn between the university and a non-university group for the use of university facilities shall note that authorization of use of facilities does not in any way constitute university or state endorsement.

Consistent with the University's educational mission, first priority for use of facilities or outdoor space shall go to University entities, and the University reserves the right to modify or cancel reservations accordingly. In order to provide for an appropriate level of campus security for events and to maximize possible University entity use of facilities, non-University-sponsored entity reservations must be requested no fewer than two-business days prior to the day of the event.

G. Commercial Solicitation:

The University regulates any use of its buildings and grounds for solicitation, including fund-raising activities. WSU reserves the right to charge a reservation fee to non-University commercial vendors and to limit access by any one vendor. The requirement of two business day prior notice applies to non-University commercial vendors. Solicitation by vendors of credit cards is not allowed on the WSU campus.

H. Student Reservations:

Student reservations must be made through an officially recognized student organization utilizing the University Facilities reservation process described above. These provisions are not intended to limit informal or spontaneous student use of small group study or meeting space.

I. Final Examinations Week and Graduation:

Final Examinations and Graduation Weeks are unique times for universities. In order to minimize distractions for students focusing on educational matters, non-University-sponsored entities will not be allowed to reserve spaces and/or facilities without the approval of the Vice President for Student Life and Development during official final examination periods, and during all dates of any Official University Commencement activities.

J. Distribution and Posting of Literature and Signs:

- 1) Literature may be distributed hand-to-hand, through the use of tables, or by posting on designated bulletin boards and kiosks. Non-university entities are not allowed to distribute literature or put up posters without university sponsorship in non-public spaces. Distribution of literature is allowed in public spaces. For limited public spaces, distribution of literature is according to facility specific policies and table reservations are required.
- 2) Printed materials may not be placed in non-approved locations. Written materials may not be placed on any part of a university building or structure without

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university permission. Posting on traffic signs, power poles, trees, and vehicle windshields is not allowed.


- 3) Tables are allowed as long as they do not unreasonably interfere with pedestrian traffic. Scheduling of tables is required in advance and those individuals who have previously scheduled a site through the University Facility reservation process will take precedence. Table reservations are required for all groups.
- 4) Literature distributed or posted must comply with all applicable state or federal laws as well as University and MnSCU policies.

K. Approval Subject to Review:

At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. In addition to denial of a request due to prior reservation of a space, the University reserves the right to disapprove the request (or terminate the reservation) of any entity that fails to comply with University policies, or state or federal law, or which has damaged University facilities at any time. In situations where University or non-University entities impede or disrupt the operation of the University or the rights of the University Community, the speaker(s) may be asked to vacate the premises at the discretion of the Campus Security, law enforcement authority, authorized personnel, or risk management staff. Campus Security, law enforcement authority, authorized personnel, or risk management staff will also have the authority to make decisions related to the safety of the participants, observers, or University property.

This WSU regulation supersedes WSU Regulation 4-4, dated August 18, 1988.

AUTHENTICATED BY:



Judith A. Ramaley
President

December 9, 2009

Date of Adoption

Authoritative References:

[Minnesota Statute 624.72](#)
[MnSCU Board Policy 1B.1](#)
President

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