

University Policies and Regulations

ALCOHOLIC BEVERAGES

1. MSU Ordinance 22.00

.01 The use or possession of alcoholic beverages, including beer and wine, subject to state law, is permissible in housing facilities (rooms, suites, and apartments) assigned by Michigan State University.

.02 The use or possession of alcoholic beverages is prohibited in classrooms, lecture halls, laboratories, the libraries, the chapel and within buildings or arenas where athletic events, lectures, and concerts are held.

.03 The use of alcoholic beverages is prohibited in all public areas of campus buildings except with respect to events or occasions where such is approved or authorized by the Secretary of the Board of Trustees, pursuant to express criteria which have been prepared by the Secretary and reviewed by the Office of the General Counsel.

2. State Law

Michigan Law prohibits, among other things, possession, purchase, and consumption of alcoholic beverages by persons Under 21 years of age. It also prohibits the sale and furnishing of alcoholic beverages to persons Under 21 years of age. There is a potential for legal responsibility when an individual, even if unlicensed, furnishes alcoholic beverages to persons Under 21 years of age. If a minor to whom the beverage was furnished subsequently has an accident attributable to the beverage, then the unlicensed furnisher may be found to be legally liable. Also under state law, open or unsealed containers of alcoholic beverages may not be transported in the passenger compartment of motor vehicles. Students are encouraged to become familiar with their responsibilities under the State Liquor Control Act, which may be found in the MSU Library.

3. East Lansing Ordinances

East Lansing ordinances prohibit the possession of any alcoholic beverage in an open container or a container with a broken seal in any public place or private area open to the public, except a licensed liquor establishment or elsewhere as provided by ordinance. Partying and tailgating on public property with alcoholic beverages is prohibited within the city's jurisdiction. City ordinance also prohibits the use of any type of false identification to enter a bar or to purchase liquor from a carry-out store and requires liquor establishments to confiscate suspected false identification and turn it over to the Police Department. Students are encouraged to become familiar with their responsibilities under East Lansing Ordinances, which may be obtained at East Lansing City Hall.

ALL-UNIVERSITY EVENTS AND ACTIVITIES
(Student Group Regulation)

All-University events and activities sponsored on the campus by registered student organizations, living unit organizations, and major governing groups must be calendared through the Student Life Center, 101 Student Services Building.

ANTI-DISCRIMINATION POLICY
(All-University Policy)

(Applicable to University employees as well as students.)

ARTICLE I. PURPOSE

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University's commitment to nondiscrimination is the foundation for such efforts.

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and the University's contractors in the execution of their University contracts or engagements, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

ARTICLE II. PROHIBITED DISCRIMINATION

Unlawful acts of discrimination or harassment are prohibited. In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they:

1. Discriminate against any University community member(s) through inappropriate limitation of employment opportunity, access to University residential facilities, or participation in educational, athletic, social, cultural, or other University

activities on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or

2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. These prohibitions are not intended to abridge University community members' rights of free expression or other civil rights.

ARTICLE III. MEDIATION AND ADJUDICATION

Mediation of claims and disputes, through consultation provided by offices serving the University, is encouraged⁶. Complaints under this policy may be submitted for non-disciplinary adjudication according to the provisions of the "Procedures of the Anti-Discrimination Judicial Board." Upon its review, the ADJB may recommend that appropriate disciplinary proceedings be initiated, if such has not already occurred. Disciplinary proceedings are governed by the documents listed in Appendix A.

Excepting the President and the General Counsel, any University community member may be named in a complaint.

CAMPUS MAIL SERVICE

(All-University Policy)

1. At its May, 1965 meeting, the Board of Trustees reaffirmed that MSU Mail Service is intended only for the distribution on Campus of official University communications and the collection and metering of mail for off-campus mailing.

2. Examples of communication that will be handled are:

Notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to current University business. Those that cannot be distributed are requests for contributions (except Community Charitable Campaign), sales or collections by campus organizations or individuals, church announcements, club announcements, notices of political or organizational meetings except meeting of learned and professional societies.¹

—Board of Trustees

—May, 1965

(NOTE: Student organizations having questions regarding the Campus Mail Service should call the University Stores Manager at 355-1700.)

DISORDERLY ASSEMBLAGES OR CONDUCT
(Ordinance 15.00)

.01 No person shall, without authorization, assemble together anywhere on the campus for the purpose of creating any excessive noise or disturbance, riot, raid, or disruption, or assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of University buildings and facilities, or prevents or obstructs the normal operations of the University.

.02 No person shall disrupt the normal operation of any properly authorized class, laboratory, seminar, examination, field trip or other educational activity of the University.

.03 No person shall disrupt the normal use of any campus building or area which has been assigned or scheduled by appropriate means for educational or extracurricular activities. Included within, but not limited to the foregoing, is the use of appropriate buildings or areas for dramatic or musical presentations, lectures, athletic events, military exercises, orientation meetings, registration, commencement ceremonies, and placement activities.

.04 No person shall use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written permit by the Secretary of the Board of Trustees.

.05 No person shall disrupt the normal activity or molest the property of any person, firm or agency while that person, firm or agency is carrying out service, activity or agreement for or with the University.

.06 No unauthorized person shall enter upon the playing area of any athletic contest or exhibition while said contest or exhibition is in progress.

.07 No person shall project or drop any object which could cause injury, damage or interference in the spectator or playing area during any athletic contest or exhibition.

.08 No person shall enter or attempt to enter into any dance or social, athletic, theatrical or other public event without a ticket of admission to such event when such tickets are required, or enter or attempt to enter contrary to any established rules or qualifications for eligibility for attendance at such events as provided by the sponsors. No person ineligible to attend such events shall loiter about the premises where such an event is being held.

.09 No person shall enter any steam tunnel, mechanical room or boiler room unless required to do so in the proper performance of assigned University duties.

.10 No person shall make, or continue, cause or permit to be made, orally or by use of any device, any unnecessary noise disturbance. Noncommercial public speaking and public assembly activities conducted on any public space or public right of way shall be exempt from this section, except as otherwise provided herein. The following acts, and the causing thereof, are hereby declared to be violations of this section: Sound Production and Reproduction System. The playing, using or operating, or permitting the playing, using or operating, of any television or radio receiving set, musical instrument, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance, or at any time with a louder volume than is reasonably necessary for convenient hearing for the person(s) present in the room, vehicle or other place in which such instrument, machine, set or device is operated and who are voluntary listeners thereto. The operation of any such television or radio receiving set, instrument,

machine or device between 11:00 p.m. and 7:00 a.m. of the following day in such a manner as to be plainly audible at a distance of seventy-five feet from the building, structure, vehicle or other place in which it is located shall be prima facie evidence of a violation of this section. This subsection shall not apply to noncommercial speech.

—Board of Trustees

—December 10, 1994

DISTRIBUTION OF LITERATURE

The right of students to express opinions and communicate ideas in writing is viewed by the University as fundamental, subject to regulation only with regard to the manner of distribution, and the identification of the author. For this reason, the over-riding principles governing student publications are contained in the document codifying student rights and responsibilities, *Academic Freedom for Students at Michigan State University*, specifically in Article 6, entitled “Independent and University-supported Student Publications.”

DISTRIBUTION OF MATERIAL IN RESIDENCE HALLS **(Student Group Regulation)**

1. Mailbox distribution

Material may be placed in University residence hall mailboxes provided it qualifies as one of the following:

- a. U.S. mail.
- b. Campus mail with student’s name and room number.
- c. Material from complex directors, Department of Residence Life, area directors, residence hall managers, hall government or Residence Halls Association (RHA).
- d. Registered student organizations, living unit organizations, major governing groups and ASMSU, if the material carries the student’s name and room number. RHA is exempted from this provision.
- e. Material presented to the desk receptionist if the material has the student’s name and room number. (This is to be understood as communication between individuals, not mass distribution.)

The above procedures are to protect all the occupants of the halls from mass distribution of material that is generally not of interest to the majority of the occupants; to protect the privacy of the individual; and to facilitate a method of circulation which is feasible and effective.

2. Free-will, pick-up distribution

Mass distribution of material, on a free-will, pick-up basis, may be accomplished in the University residence halls at the designated distribution center. Any University or student group or organization may distribute at this center, provided the name of the individual or individuals responsible for the material appears on the item to be distributed. If the organization or group is registered or has obtained a charter, the name of the organization shall appear on the material. This material may be removed after three days of exposure.

Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and complex director. Halls which have no organized, functioning government refer jurisdiction to RHA, the University Housing Associate Director, and the area coordinator.

3. Door-to-door distribution

There shall be no door-to-door distribution of any nature.

4. Commercial distribution

No advertising for commercial and/or non-University interests shall be permitted, other than regular United States mail fully addressed with the student's name and room number.

5. Bulletin boards

a. All notices and publicity for recognized and authorized student organizations registered student organizations, living unit organizations, major governing groups, and ASMSU) to be posted in residence halls shall be cleared through the Department of Residence Life, G-64 Wilson Hall.

b. All other notices or publicity shall be cleared by the complex director. A blanket approval may be issued by the Director of University Housing or the Department of Residence Life.

c. No advertising for commercial interests will be permitted.

d. Size of notices and publicity shall not exceed 12 inches x 18 inches.

e. Each individual residence hall shall have final authority to make exceptions in regard to its policy of bulletin board maintenance.

6. Violation of this policy

a. Any student in a University residence hall who does not comply with this policy will be referred to the student's complex director. The staff member may refer the student to the hall judiciary if deemed necessary.

b. Any other student will be referred to the Office of the Vice President for Student Affairs and Services.

c. Any individual outside the University community who does not comply with this policy will be referred to the proper authorities.

7. Revisions

Any revision of any part of this policy must be approved by Residence Halls Association, the Department of Residence Life, the Department of University Housing, and the University Committee on Student Affairs.

—Residence Halls Association

—Department of Residence Life

—Dept. of University Housing

—University Committee on Student Affairs

—Vice President for Student Affairs and Services

—May, 1965; Revised February 27, 1973; July 22, 1983

(See also: *General Student Regulation 2.00, 3.00, 4.00 and 5.00.*)

FACILITIES AND SERVICES, UNIVERSITY

1. ALL-UNIVERSITY POLICY FOR USE OF MICHIGAN STATE UNIVERSITY FACILITIES AND SERVICES

Exclusive of Residence Halls, Food Stores and Kellogg Center, by Students; and for Revenue-Producing Projects of Students (Student Group Regulation)

a. Use of Facilities and Services

1) All qualified registered student organizations, living unit organizations, major governing groups, Council of Graduate Students (COGS), and Associated Students of Michigan State University (ASMSU) is to be allowed to use University facilities and services. These activities and their time, place, and manner must be scheduled according to University policies and procedures. The activity for which a facility is requested cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements.

2) All events and meetings held on University property or in University facilities which are not “for members only” shall be deemed public meetings open to the University community and any member of that community shall be admitted without discrimination as to race, creed, ethnic origin, age, political persuasion, martial status, disability status, sex, or sexual orientation.

2) Meetings and events which are “for members only” must be so designated when facilities are requested. In addition, the organization must have a record of the individual members prior to requesting facilities and may invite only the pre-determined membership to the meeting or event.

3) Security measures for public meetings shall be routinely cleared through and approved by the Department of Police and Public Safety. Should security procedures, as determined by the Department of Police and Public Safety, result in more than routine security costs, the additional costs shall be assumed by the group sponsoring the event. In the event that the sponsoring group contests the ruling of the Department of Police and Public Safety as requiring excessive precautions, the group may appeal the ruling under Article IV of *Academic Freedom for Students at Michigan State University*.

b. Revenue-Producing Projects

1) For the purposes of this policy, all activities involving the collection of money by student groups are defined as revenue-producing projects. Revenue-producing projects include the selling of printed materials, political materials, student-produced goods, student provided services, the selling of tickets and/or charging admission to public activities or events, the soliciting of voluntary contributions, and the selling of other goods and services.

2) No revenue-producing event held on campus or in University facilities may directly benefit financially the individual officers and/or members. Any exceptions to this must be approved through the Student Affairs and Services Division.

3) Only registered student organizations, living unit organizations, major governing groups, COGS, and ASMSU may conduct revenue-producing projects on campus.

4) Registered student organizations sponsoring revenue producing events on the campus or in University facilities must have a University financial account and all revenues and expenditures of the revenue-producing event must go through this account unless the revenues are under \$50 per day. The University, through the Student Affairs and Services Division, reserves the right to review and audit this account.

5) All revenue-producing projects must be registered with the Student Affairs and Services Division except:

- a) Revenue-producing projects in which only the membership of the sponsoring registered student organization or living unit organization is solicited.
 - b) Sales of student and University publications. (This shall be in accordance with the guidelines established in *Academic Freedom for Students at Michigan State University*.)
 - 6) The following guidelines are established and apply to all revenue-producing projects conducted on campus:
 - a) The date, location, and a brief description of the revenue-producing project must accompany the registration which must be signed by the sponsoring organization's advisor and presiding officer. These signatures will indicate the sponsoring organization's approval of said project.
 - b) The sponsoring organization assumes all responsibility for conducting a revenue-producing project in compliance with the ordinances, written policies, and regulations of Michigan State University.
 - c) The establishment of booths and/or door-to-door solicitation for the purpose of selling literature, publications, goods and services, and tickets is prohibited in any classroom building. An exception to this shall be made for those events held in classroom buildings which require a ticket or admission charge for admittance or solicit a voluntary contribution. In these instances, the sale of tickets or the collection of the admission charge or the solicitation of the voluntary contribution may take place at the approximate time of the event and in the area of the classroom building designated for the event.
 - d) The establishment of booths and/or tables for selling literature, publications, permitted goods and services, and tickets, and the solicitation of voluntary contributions is permitted in the main concourse of the MSU Union and in the lobby of the International Center.
 - e) Revenue-producing projects conducted on campus, outside of campus buildings, may not interfere with the use of streets, sidewalks, and building entrances or classes, and other organized educational activities.
 - f) Organizations may be required to pay a standard service charge only for any additional University services that might be required because of the revenue-producing project. There may also be a rental charge for the use of some facilities. The decision to assess such charges may not be based on the method of collection of revenues, the purpose of the revenue-producing project, or the nature and/or composition of the sponsoring group.
- Associated Students of Michigan State University
 —Council of Graduate Students
 —University Committee on Student Affairs
 —Vice President for Student Affairs and Services
 —May 17, 1971, Revised June 6, 1986

2. USE OF SPACE IN RESIDENCE HALLS

(Student Group Regulation)

Residence halls at Michigan State University have been designed to include multipurpose space for academic, social, cultural, governmental, and recreational programs. Residence Hall space is primarily for the use and benefit of those students who reside in residence halls during a regular academic semester (which is defined as the first day of hall opening through hall closing for that semester). For this reason, the recognized governing body of a hall or its authorized representative, the manager, and hall director are responsible for

the granting of permission to use space in that hall. (The manager and hall director will assume all responsibility if a student government does not exist in a given hall.) These three groups should not become simply a booking agent, but should recognize that through their responsibility for reserving hall spaces they can provide hall residents with opportunities for an expanded range of experiences and involvement. This responsibility includes both educational and financial considerations which extend beyond the mechanics of booking rooms. Furthermore, this responsibility must include a concern for the safety and security of the residents and the hall.

a. General Guidelines for Space Use

1) Initial contact for the approval and booking process for use of classrooms, kivas, lounges, conference rooms, dining rooms, and similar space, outside of regularly scheduled day and evening classes within a particular hall is initiated by contacting one of the three groups necessary for approval—the hall director, the hall manager, or the hall student government. In this initial contact the steps in the approval and booking process specific to the particular hall will be explained.

2) The hall student government, hall director, and hall manager shall develop and have available copies of its specific policy for use of space within that particular hall. It shall include:

a) Procedures for obtaining approval and registration for use of space.

b) The means and procedures for covering labor, set-up and clean-up costs; the method of financing; the collection of deposits, if applicable; and the assessment of damage charges to the person and/or the group making the booking.

c) A list of groups that have automatic approval to book specific facilities for meetings through the manager's office for the purpose of making booking regularly scheduled meetings more expedient. These groups could include academic groups located within the hall, residential colleges within the hall, hall governments, advisory staff, management and possibly other groups as appropriate.

d) A list of the facilities in the hall which are available and any limitations on the use of each facility which are appropriate including fire safety limitations.

e) A list of the specific groups in a given hall that qualify as "within-hall groups" as defined in Section 2.b.

f) A statement about "other groups" as defined in Section 2.b. of this policy. This statement will allow for an individual hall to restrict its space based on such considerations as the size of the group, alcohol use, and the nature of the activity.

g) A statement which indicates the closing hours for events. All events or activities held within the living area are expected to end at hall closing—12:00 midnight, Sunday through Thursday and 1:00 a.m., Saturday and Sunday mornings. However, halls may identify specific facilities outside the living area which could be used for events continuing past closing. Such events may be planned only by "within-hall groups." The facilities for such events must be in locations which result in no disturbance to residents in the living areas. If such facilities can be identified in a given hall and agreed upon by hall government, the hall director, and the manager, a proposal for such an after-hours policy should be forwarded for examination and approval by the Area Director and Associate Director. Such a proposal should also contain explicit expectations for the way

in which the hall escort policy will be maintained during such events without excessively overburdening the night receptionist. It would include, furthermore, a stipulation that such events will end promptly at the agreed upon closing time at the initiative of the residents planning the event and without the need for intervention by advisory staff. Subsequent to approval of such a policy, only the hall director, hall manager, and hall government will need to give approval for a given event.

h) Procedures to be taken against a group which violated agreements or policies governing the use of residence hall space.

i) Other, as may be appropriate to each individual hall.

3) Carpeted dining rooms may be used for dances if a suitable floor covering is provided to protect the carpeting. If damages to carpeting occur as a result of dances or any other activity, the use of dining rooms for such purposes will be discontinued.

4) Food service, cleaning, set-up, and similar services must be secured through the hall manager. Listed below are general guidelines and exceptions to these guidelines may be made by the hall manager according to limitations of that particular hall or the requirements of a given event:

a) Events requiring food service need two weeks advance notification after approval is obtained and booking procedures completed.

b) Events requiring special set-up or maintenance need one week advance notification after approval is obtained and booking procedures completed.

c) Events requiring no special set-up need three working days advance notification after approval is obtained and booking procedures completed.

5) Since approval for use of residence hall facilities must be made jointly by the hall government, the hall director, and the hall manager, any one of the parties may veto the use of a hall facility by any group. Such an action should be based upon a sound rationale: for example, a group which failed to fulfill its obligations in the past might be disallowed any further use of space. Primary responsibility for such decisions exists at the hall level and any dissatisfaction with such a decision should be discussed, first, at the hall level. An appeal is possible, but not to be considered routine, if a group thinks it has been treated unjustly. An appeal board consisting of the area director, area manager, and RHA designate can be convened by contacting one member.

6) Any event involving the collection of funds shall comply with the *All-University Policy for Use of Michigan State University Facilities and Services*, exclusive of Residence Halls, Food Stores, and Kellogg Center by Students; and for *Revenue-Producing Projects of Students* and with *Ordinance 27.00* regarding selling and advertising. Only those organizations specifically enumerated in these policies shall be eligible to collect funds for any event.

a) All student revenue-producing events fall under the jurisdiction of ASMSU, RHA, and the Department of Student Life. Such events must be registered with the Department of Student Life prior to seeking hall space. (Information on procedures for registration of revenue projects is available in the Student Life Center, 101 Student Services.)

b) Granting permission to use hall space for such revenue producing events remains the responsibility of the hall government, hall director, and hall manager.

7) Any group requesting use of space in a hall for an event which involves the use of alcoholic beverages must also secure registration and approval for the event under the guidelines of the Administration Ruling (Use of Alcohol) and the alcohol policy of that

hall in which the event will be held.

8) Advertising for any event must follow established procedures.

(See policy for *Distribution of Material in Residence Halls, Fundraising and Revenue-Producing Projects, and Signs.*)

9) Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and hall director. Halls which do not have an organized, functioning government defer jurisdiction to RHA. (See also: *Distribution of Material in Residence Halls and Guidelines for Campaigning, Canvassing, and Petition Drives on the Michigan State University Campus*, in the Student Life Center, 101 Student Services.)

10) Once space is approved for an all-University event/meeting to be held in residence hall facilities it shall be deemed a public meeting or event open to the entire University community. Any member of that community shall be admitted without discrimination due to race, creed, religion, national origin, sex, or sexual orientation. Similarly, any activity, event, or meeting approved for a house, hall, or complex shall be open to their members of the specific community without discrimination. Exceptions to the above such as special meetings or events which are “for members only” must be so designated when facilities are requested and advertised as such. In addition, the organization must have a record of individual members prior to requesting facilities and may invite only the pre-determined membership.

11) Formally scheduled classes should be conducted in facilities scheduled for that purpose unless prior approval for change is obtained from the academic department, the Office of Space Utilization, the hall manager, the hall governing body, and the hall director.

12) Should the need for special academic services occur, (i.e., testing, tutoring, help sessions, or make-up classes) prime consideration should be given to making such space available.

13) Groups which fail to adhere to the responsibilities outlined in this policy or specific hall policies may be denied future use of space. However, before disciplinary/administrative action can be taken against a group, the basic tenets of due process must be followed.

a) The group shall be informed in writing that they are accused of space use policy violations. The disciplinary/ administrative process may be initiated by the hall government, the manager or the Residence Life staff.

b) The group shall have the opportunity to defend itself against the alleged accusations to a committee comprised of representatives of the hall government, management and Residence Life staffs. If an allegation is not contested by the group, the decision of the hall government, management and Residence Life staff becomes effective.

c) The group shall be informed, in writing, by the hall government, management and Residence Life staff of any disciplinary/administrative action being taken against it. Specific restrictions or sanctions should be detailed and included in the written notification.

d) Final appeal may be addressed to a committee comprised of the Area Director, Area Manager and RHA representative.

e) RHA, the Department of Residence Life and the Department of University Housing will keep a list of groups not adhering to the responsibilities outlined in this policy and will make such information available, upon request, to the halls.

b. Use of Space by Within-Hall Groups

The following guidelines as well as the general guidelines shall apply to the use of space for student groups within a particular hall.

1) Within-hall groups qualify for the use of residence hall facilities. Such within-hall groups and activities include three major categories:

a) An event or activity planned by the hall, house, or hall government and, 1) attended solely by residents of that hall, or 2) attended by residents of that hall and their invited guests.

b) An event or activity planned and attended by a hall group, which has been formally recognized by the hall government, and that group's invited guests. Hall groups which are so formally recognized are those which have received financial appropriations from the government, or have been formally approved and registered by the government (i.e., photography group, weightlifting group, Black Caucus, radio station). Such groups should be listed in the space use policy of each hall.

c) An event or activity planned and attended by resident members of the residential college or academic unit housed within that hall and their invited guests.

2) Within-hall groups must assume responsibility for the meetings, events, or activities they plan. If a particular group does not have demonstrated financial resources (i.e., a University account) a representative of that group must sign a statement agreeing to assume financial responsibility for any charges.

3) Within-hall groups may not sponsor activities of groups which fall under Section 2.c., "other groups," thus giving the event "within-hall group" status and thereby circumventing the specific provisions of Section 2.c. which pertain to "other groups."

4) Charges for within-hall groups or activities are under the following guidelines. These procedures differ from those for other groups outside the specific hall for two reasons: first, these residents have paid for the use of these facilities through their room and board; second, these groups have recognized financial resources available through the hall government.

a) Charges are not rental charges, but represent additional labor, supplies, material, or repair costs required to accommodate the event. The unit manager, in conjunction with Residence Life staff and student government representatives, determines whether or not volunteer help can be accepted to assist in set-up or clean-up. Care should be taken in planning events with respect to day, time, and location, so as to utilize all facilities to the best advantage with lowest possible labor costs.

b) Charges for set-up and clean-up are made if an event is presented for residents of a hall or complex and an admission, collection, or donation is accepted from participants.

c) Charges are made for any event sponsored for all students in residence halls or all University students regardless of whether the event is free or by paid admission.

d) Should an admission or donation be requested solely for the purpose of covering costs (not to raise funds) no charges other than for damages will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the hall manager. If a profit is realized, charges will be assessed.

- e) Charges will be made if additional labor is required to prepare the space for use the following morning.
- f) Charges are made for the use of hall dining rooms where major set-up or cleaning is required. However, the following halls are entitled to one such event each term at no charge so long as the event is non-profit. (This is due to the lack of multi-purpose space adequate to accommodate all residents at a given hall event.)

Case	Snyder-Phillips
Mason-Abbot	West Circle Halls
McDonel	Wilson
Owen	Wonders

c. Use of Space in Residence Halls by Other Groups

- 1) Groups other than the within-hall groups outlined in Section 2.b. of this policy should be directed to use other facilities on campus unless their program, meeting, or event is of direct interest and benefit to the residents of a given hall.
- 2) Only those non-residence hall organizations as stipulated in Section a. (1) of the *All-University Policy for Use of Facilities and Services* are eligible to request permission. This section lists registered student organizations, living unit organizations, major governing groups and ASMSU. Guidelines in this section as well as the general guidelines in Section 2.a. pertain to these groups requesting space in a residence hall.
- 3) All events planned by groups under this section must end by hall closing.
- 4) Hall government, hall director, and the manager shall require the organization requesting to use space to handle the following:
 - a) Cash deposit (as necessary depending on the nature of the activity).
 - b) Payment as necessary for set-up, clean-up, and damage.
 - c) Collection of funds.
 - d) Staffing for supervision and enforcement of existing building and/or University regulations, ordinances, and policies.
 - e) Admission procedures.
 - f) The signature of a group representative on a statement of liability and responsibility.
- 5) All groups which fall under this section and which request the use of space in a residence hall shall be charged a deposit for the use of that space according to the hall's individual policy. Such a deposit will vary depending on the facility requested and the nature of the activity or event. The deposit shall be returned to the organization when all charges for labor, set-up, physical damage, or similar expenses are paid. A deposit shall not be retained for reasons other than payment for services or physical damage. NOTE: Facilities cannot be rented.
- 6) Organizations receiving permission to use facilities will be held responsible by the hall government, hall director, and manager and will be charged for any costs to the hall or University (labor, supplies, materials, damages, etc.) incurred by their activity within the hall. A representative of the organization must sign an agreement with the hall manager accepting financial responsibility. Failure by the group to pay any charges will result in a hold card against the group's representative based on his or her contractual agreement. In addition, judicial action may be undertaken, future requests from that group may be denied and/or a request may be made to ASMSU to revoke that group's status as a registered student organization.

—Residence Halls Association
—Department of Residence Life
—Vice President for Student Affairs and Services
—May 26, 1976

FOOD, PUBLIC SALE ON CAMPUS

(Administrative Ruling—Applicable to University employees as well as students.)

Food offered for public sale on the campus must, in general, be handled only through the facilities of the Division of Housing and Food Services. This policy does not affect departments or colleges which have established cooperative coffee services that are offered only to their staff and guests. Such service, by agreement, is limited to donuts, rolls, coffee, and soft drinks.

In order to accommodate University organizations, both student and staff, who want the option to offer limited food service to invited guests either as a service to these guests or as a money raising project (or both), and in order at the same time to protect the University and its public, the University allows organizations to offer food for sale under the following guidelines or conditions.

- a. Sales shall be limited to special events or projects and not for general sale to the campus public.
- b. Location and/or time must be such that sales would not be in competition with an established food service. (When the University has a food operation in a building, food will be sold only by that unit.)
- c. Location must meet health standards of the State of Michigan. These locations will be inspected by the Housing and Food Services Division with any needed help from the University sanitarian.
- d. Only packaged or prepared food may be served, including but not necessarily limited to donuts, soft drinks, and packaged snack items.
- e. No food requiring preparation by health certified personnel may be served. Food prepared by outside vendors is not approved.
- f. Food may be obtained from the Concessions Department and charged at cost plus handling.
- g. The sponsoring organization must be responsible for any loss of or damage to loaned equipment.
- h. This organization must also be responsible for cleanup of any academic or other facilities and arrangements must be cleared with Physical Plant for any such needed service. An appropriate job request will be necessary for this.

(NOTE: Student organizations offering food for sale must register the event and/or activity according to Section b, “*Revenue-producing Projects*” of the *All-University Policy on University Facilities and Services* and have it reviewed by the Housing and Food Services Division.)

—Housing and Food Services Division
—March 26, 1968

SELLING AND ADVERTISING

1. Selling and Advertising (Ordinance 27.00)

.01 No person or entity may sell or solicit sales of items or services, or solicit contributions, on University premises without an authorized written permit, which permit must be promptly exhibited to any requesting University representative.

.01 Authority to set standards for and to grant permits is vested in the Secretary of the Board of Trustees. The Secretary may prohibit sales and solicitations or regulate the time, place and manner of sales and solicitations, as to all University properties or as to specified areas or facilities. The Secretary may designate other University administrators to grant permits for specified areas or facilities in accordance with established standards.

.02 No person shall erect or otherwise display, except on his personal property, any sign or poster or distribute handbills upon property governed by the Board which advertises or otherwise calls attention to any commercial product, service or activity.

—Board of Trustees, June 14, 1996

2. Exception

An exception to the above ordinance for student organizations is provided in Section b., “Revenue-producing Projects” of the *All-University Policy for Use of University Facilities and Services*.

(See also: *General Student Regulation 4.00 and 5.00.*)

SELLING AND SOLICITATION CENTRAL GUIDELINES

In accordance with Michigan State University ordinance 27.01, the Secretary of the Board of Trustees of Michigan State University promulgates these general standards concerning the grant of permits to sell or solicit sales or contributions on University premises:

1. Scope.

Ordinance 27.01 and these standards do not apply (a) to University departments or divisions whose operations include sales or solicitations, (b) with respect to charitable solicitations in which the University participates as an institution or de minimis sales for charity by University employees or students who derive no personal financial gain from the sales, or (c) in connection with sales to the University.

2. Limitations.

(a) Permits will be granted only to (i) registered student organizations, living unit organizations, and major student governing groups, (ii) non-student University affiliated organizations, (iii) academic and administrative university units, (iv) groups selling or soliciting in conjunction with authorized activities at University facilities, and (v) vendors or suppliers with which the University has a contractual relationship, provided that a vendor or supplier which has entered into a formal contractual relationship with the University concerning sales or solicitation activities shall not be required to have a permit separate from an executed contract or purchase order, except for sales activities not described in the contract or purchase order.

(b) Permits will be granted only for sales or solicitation activities which (i) do not violate or conflict with University ordinances, guidelines, or regulations or other applicable laws or regulations, (ii) do not infringe upon the University’s trademark or other intellectual property rights, (iii) do not result in a breach of University contracts or compete with

University or University-contracted operations, (iv) do not jeopardize public or individual safety, (v) will be conducted by members of the organization holding the permit, and (vi) are covered by such insurance as may be deemed necessary by the University's Department of Risk Management and Insurance.

(c) Permits will not be granted for the sale of alcoholic beverages, tobacco products, or firearms.

3. Grant of Permits.

(a) Permits will be granted by the offices responsible for the proposed sale or solicitation location (list under development). Each such responsible office (i) may prohibit sales entirely in all or a portion of its facility(s) or location(s) or in conjunction with a specified program or function or (ii) may establish additional standards specific to its facility(s) or area(s), which address time, place and manner restrictions and are approved by the Secretary of the Board of Trustees. To the extent that time and place restrictions result in a limited number of permits being available, permits shall be granted in the order applications are received by the appropriate office.

(b) Grant of a sales or solicitation permit shall imply neither approval nor disapproval of the purposes of the group, the activities conducted, the content of any materials distributed or any items being sold.

—Secretary of the Board of Trustees

—October 1996

PARADES, PROCESSIONS, AND SOUND TRUCKS

1. University ordinance 39.00 states the following:

No funeral, procession, or parade, excepting the forces of the United States Armed Services, the military forces of this State and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained as indicated in (Ordinance) Section 2.03 (from the Secretary of the Board of Trustees). (NOTE: See *Public Address Equipment* for information regarding this authorization.)

2. Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:

a. Permission to conduct parades and processions must be secured in the following order: 1) president of ASMSU; 2) Department of Student Life; 3) Department of Police and Public Safety. (Forms for this permission can be obtained in the Student Life Center, 101 Student Services.)

b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.

c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.

d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be

held responsible for compliance with the current motor vehicle regulations and traffic ordinances.

e. Noise-making equipment shall be operated only when the parade or procession is moving.

f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units — Sound Trucks

As stated in Ordinance 39.00, written authorization from the Office of the Secretary of the Board of Trustees, 450 Administration Building must be obtained before a sound truck or other vehicle equipped with amplifier or loudspeaker may be used on the Michigan State University campus. An *Activity Planning Form* should be obtained from the Student Life Center, 101 Student Services, before contacting the Office of the Secretary of the Board of Trustees for written authorization. The following rules govern the use of sound trucks and/or mobile sound units.

a. The sound equipment may be used on campus only between 5:30 p.m. and 6:30 p.m. (Depending on the location of the equipment and the event, exceptions to this time limit may be recommended by the Department of Student Life.)

b. Permission must be obtained from the East Lansing authorities if the equipment is used in East Lansing proper.

2. Public Address Equipment

University ordinance 15.04 states the following:

... No person shall use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written permit by the Secretary of the Board of Trustees. The following guidelines govern the implementation of this ordinance.

Guidelines for Use of Public Address Equipment

(Administrative Ruling — Applicable to University employees as well as students)

a. Students

1) Under Ordinance 15, the use and location of public address equipment, including bullhorns or other methods of sound amplification, at outdoor events must be approved by the Office of the Secretary of the Board of Trustees. An *Activity Planning Form*, available in the Student Life Center, 101 Student Services, must be completed and signed by the Department of Student Life prior to seeking approval.

2) In general, approval for the use of public address equipment will be granted if it would not be disruptive to on-going functions of the University, such as faculty and administrative offices, libraries, classroom teaching, and other scheduled University events. Guidelines for approving requests are as follows:

a) The use of public address equipment for rallies and outdoor speakers is limited to the vicinity of Beaumont Tower. Any one event is limited to 4 hours within the following hours:

Monday–Thursday—8 a.m.–10 p.m.
Friday–Saturday—8 a.m.–midnight
Sunday—1 p.m.–6 p.m.

The use of public address equipment for concerts in the vicinity of Beaumont Tower is not permitted.

b) The use of public address equipment for rallies, speakers, and concerts in residential areas of the campus must have the approval of the students, advisory staff, and area director within the residential location requested. Any one event is limited to 4 hours within the following hours:

Friday—6 p.m.–12 midnight
Saturday—12 noon–12 midnight
Sunday—1 p.m.–7 p.m.

c) The use of public address equipment for rallies, speakers, and concerts in other campus locations is permitted if the use and event does not conflict with a prior scheduled event or ongoing functions of the University. Any one event is limited to 4 hours during the following hours:

Saturday–Sunday—12 noon–6 p.m.

d) Any exceptions to the above guidelines must have the recommendation of the Office of the Vice President for Student Affairs and Services and be approved by the Secretary of the Board of Trustees.

3) For information on the use of sound trucks and other mobile units see *Public Address Equipment and Ordinance 39.00*. In general, their use is restricted to the period from 5:30 p.m. to 6:30 p.m.

4) The use of temporary or permanent public address systems within University buildings for concerts, dances, rallies, demonstrations, and student meetings must be approved by those responsible for the scheduling or management of the building.

5) Development of policies concerning the use of equipment such as stereos, radios, and musical instruments inside the residence halls is the responsibility of the residence hall government, the Residence Life staff, and residence hall management.

b. Non-Students

1) Faculty, staff, and others should contact the Office of the Secretary of the Board of Trustees, 450 Administration Building, concerning their request for public address equipment. A form will be available for those requesting authorization to use public address equipment.

2) In general, approval for the use of public address equipment at outdoor events will be granted if it would not be disruptive to ongoing functions of the University, such as faculty and administrative offices, research and laboratory facilities, libraries, classroom teaching, and other scheduled University events. Locations for use of equipment will be assigned or approved accordingly.

—Office of the Vice President for Student Affairs and Services

—Office of Secretary of the Board of Trustees

—April 26, 1972

SPEAKERS POLICY, OUTSIDE **(Student Group Regulation)**

GENERAL POLICY

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available.

Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
2. Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
3. For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization. All rules for administration of requests from registered student organizations must conform to the provisions stated above. It shall be the responsibility of the Assistant Director of Student Life (Student Activities) to certify that all appropriate steps have been taken before the event is officially scheduled.

(NOTE: The registration forms and information regarding the Outside Speakers Policy are available in the Student Life Center, 101 Student Services.)

UNIVERSITY IMPLEMENTING POLICY

4. Any student organization violating the provisions of this bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.
5. Public announcements concerning the speaker shall contain statements that clearly and accurately identify him or her.
6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.
7. The Assistant Director of Student Life (Student Activities) is responsible for establishing programs whereby organizations shall be informed about the University's policy on speakers.
8. The Assistant Director of Student Life (Student Activities), 101 Student Services Building, shall receive the speaker registration forms.

—Board of Trustees

—December 14, 1962

UNIVERSITY TRADEMARKS

The trademarks of Michigan State University are the exclusive property of the Michigan State University Board of Trustees, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State. The University reserves ownership of any trademark, service mark, logo, insignia, seal, design, or other symbol or device associated with or referring to Michigan State University. To protect its brand and fiscal reputation, Michigan State has

established the Office of University Licensing Programs. Persons and businesses wishing to use these marks commercially are required to enter into a license agreement and submit royalties to the University. Registered student organizations and individual students using these names, marks, and symbols are directed to the Office of University Licensing Programs, 216 MSU Union, 355-3434, where approval must be obtained and specific instructions secured prior to use.

SIGNS AND STRUCTURES **(Ordinance 28.00)**

28.01 Signs

.011 No person shall erect or otherwise display in a public area of property governed by the Board, any sign or poster that advertises or otherwise calls attention to a person or activity except on bulletin boards provided by Michigan State University. (Student organizations should contact the Student Life Center regarding exceptions to this provision.)

.012 No person shall efface, alter, tamper with, destroy or remove any sign or inscription of any property governed by the Board.

.013 It shall be unlawful for any person to attach any sign or poster to any property other than a bulletin board governed by said Board.

(See also: *General Student Regulation 4.00.*)

28.02 Structures—Erection and Maintenance of

.021 No person shall construct or otherwise erect or maintain any structure anywhere within the confines of property governed by the Board unless a permit has been granted by the Secretary of the Board of Trustees or his/her designee. It shall be a violation of this ordinance to construct, erect or maintain any structure without a permit.

.022 Areas may be designated by University regulations and/or administrative rulings for the erection and/or maintenance of structures relating to authorized activities taking place on campus and for the erection and/or maintenance of symbolic structures representing constitutionally protected expression. Reasonable time, place and manner regulations which are consistent with preservation of the campus landscape and environment, protection of university activities, and protection of the health and safety of all users of the area may be enacted by University units and incorporated into permits. No person shall violate the terms and conditions of a permit.

.027 A person who violates subsection .021 of this ordinance shall be guilty of a misdemeanor and shall be punished as provided by law. A person who violates subsection .022 of this ordinance and who has no prior violations is responsible for a civil infraction and is liable for a civil fine of \$100. A person who violates subsection .022 of this ordinance and who has a prior violation under this section shall be guilty of a misdemeanor and shall be punished as provided by law.

TEMPORARY STRUCTURES, ERECTION OF
(Administrative Ruling)

A. In accordance with constitutional rights of freedom of expression, symbolic structures representing constitutionally protected expression may be erected by students, student groups and registered student organizations in the area lying between the Red Cedar River, the International Students Center, Erickson Hall and Wells Hall in accordance with this administrative ruling.

B. Registration for a permit shall be initiated in the Office of the Vice President for Student Affairs and Services (Student Life Center) during normal business hours on forms provided by that office. Permits for the erection of such temporary structures shall be issued after proper registration on a first-come first-served basis unless it is determined that the approval would result in interference with the public health and/or public safety or in unreasonable interference with the operations and/or use of university buildings or grounds. The duration of a permit shall not exceed fourteen (14) consecutive days. Permits may be renewed for additional periods of fourteen (14) days upon renewal of registration, provided that there has been no breach of the terms of the permit, the number of registrants who can be accommodated in the area is not exceeded and there are no other registrants waiting to use the area.

C. Individuals who are issued permits shall abide by the following terms:

1. Symbolic structures shall be erected only within the above-described area and restricted to the boundaries indicated on the attached map. (available in Room 101 Student Services.)
2. Symbolic structures shall not exceed thirty-two (32) square feet at the base, eight (8) feet in height, nor be located less than twenty-four (24) feet from any other structure.
3. Symbolic structures shall not be inhabited, slept in, camped in or used as shelters.
4. Persons to whom permits have been granted (permit holders) shall be personally responsible for any symbolic structure erected.
5. Permit holders shall maintain the structure and immediately surrounding area in such manner and by such means as will leave the area unimpaired and free from trash, garbage and litter.
6. Signs, posters, placards, and banners shall not be attached to any trees, shrubs or buildings. Symbolic structures shall not be affixed to the grounds or any trees, shrubs or buildings.
7. Individuals who have erected structures or directed the erection of structures are responsible for and liable to the University for the costs of removal, storage or other disposition of any structure which is impounded by the University for violation of any of these guidelines.
8. Violation of the terms of any permit by a permit holder may result in prosecution and/or penalties as provided in Ordinance No. 28.

D. Any permit may be revoked or modified if the activities of the participants interfere with the public health and/or safety or unreasonably interfere with the operations or use

of University buildings or grounds or if the terms and conditions of the permit are violated.

E. Every effort will be made to complete the processing of the registration for a permit expeditiously but not later than three (3) class days.

- Secretary of the Board of Trustees
- Vice President for Student Affairs and Services
- Vice President for Finance and Operations
- November 11, 1990