



OLD DOMINION UNIVERSITY

University Policy

Policy #3200

USE AND KEYING OF FACILITIES AND GROUNDS

Responsible Oversight Executive: Executive Vice President for Administration and Finance and Chief Financial Officer

Date of Current Revision or Creation: June 30, 2025

A. PURPOSE

The purpose of this policy is to promote the use of the University's facilities and grounds in a manner consistent with the University's mission and to outline the responsibilities in the use of the University's facilities and grounds.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#),² grants authority to the Board of Visitors to make rules and policies concerning the institution.

[Code of Virginia Section 23.1-401, as amended](#), entitled "Restrictions on Student Speech; limitations (which was enacted by the 2014 General Assembly and will be added to the *Code of Virginia*, effective July 1, 2014), states, "*Public institutions of higher education shall not impose restrictions on the time, place, and manner of student speech that (i) occurs in the outdoor areas of the institution's campus and (ii) is protected by the First Amendment to the United States Constitution unless the restrictions (a) are reasonable, (b) are justified without reference to the content of the regulated speech, (c) are narrowly tailored to serve a significant governmental interest, and (d) leave open ample alternative channels for communication of the information.*

Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Employees - all staff, administrators, faculty, full- or part-time, and classified or non-classified persons paid by the University.

Facilities - Buildings, structures, and parking lots owned or leased by the University.

Grounds - All property owned or leased by the University that is not considered a building, structure, or parking lot.

Non-University Groups – Groups or individuals without an official affiliation to the University seeking to use facilities/grounds for a purpose unrelated to the University's mission.

Space - The area inside a facility or defined area of grounds.

Students – include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether the University’s programs are in session or not.

Technology Classrooms – Classrooms managed by Classroom Central that are equipped with computers, laptop connections, data projectors, and sound systems.

Third-Party- Any external individual, business or organization with no University affiliation within or part of ODU’s internal academic, administrative, finance, or auxiliary operations

University Sponsor - A University group, division/department, or registered student organization. It is the responsibility of the sponsor to review the event’s content, the qualifications of those conducting the event, the manner of the presentation, and agree that an event is consistent with this policy.

Visitors - vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other non-University persons located on property owned, leased, or otherwise controlled by the University.

D. SCOPE

This policy applies to all employees, students, and visitors to the institution.

E. POLICY STATEMENT

The use of University facilities and grounds, either owned or leased, must be consistent with the mission of the University and the general nature of the facility. The academic work of the University will take precedence in the use of facilities and grounds, and all uses for other purposes must be arranged so as not to hinder or adversely affect academic activities.

While fee-based use by non-University groups is permitted in limited circumstances, their use must be consistent with the mission of the University and have a University group sponsor. Fee-based commercial use will not be permitted unless the use is clearly consistent with the mission of the University.

The University promotes the lawful exercise of First Amendment freedoms or rights as set out in [University Policy 1700, University Demonstrations Policy](#).

F. PROCEDURES

Detailed procedures for space requests are outlined in the [Space Management Policy Manual](#) and on the [University Events website](#).

Consideration for approving the space’s use include whether the requested space is suitable for the use, and any health and safety concerns that require special precautions or arrangements. Several factors will be considered for the proposed use including, but not limited to:

- The purpose of the space;
- The anticipated number of attendees;
- Noise likely to be generated;

- The impact on University educational activities or other essential University processes;
- The impact on vehicular and pedestrian traffic;
- Adequacy and suitability of accommodations provided in the requested location;
- Compliance with applicable laws and University policies, regulations, and rules;
- Potential risk to the health or safety of participants, observers, or others.

All uses of space must adhere to the following conditions:

- All activities are conducted so that campus pedestrian, bicycle, automobile traffic, and members of the University community not participating in the event may proceed with their normal activities.
- The activity does not block all ingress and egress into, within, and out of University buildings.
- The activity does not obstruct, disrupt, interrupt, or attempt to force the cancellation of any University-sponsored event or activity, or authorized use of University space.
- The activity is orderly and peaceful, and groups and individuals participating in the activity shall not engage in harassing, abusive, threatening, or intimidating conduct toward any person.
- The activity does not disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities, and other essential University processes.
- The activity does not interfere with or preclude a scheduled speaker from being heard.
- All activities must be conducted without sound amplification equipment unless permission for amplification is obtained from the Executive Vice President for Administration and Finance and Chief Financial Officer or designee.
- Banners, signs, or other materials may only be posted in approved areas, which were requested and approved on the Space Request form.
- The safety of campus community members, collectively and individually, must be protected at all times.
- The activity shall not create unsanitary conditions or damage University property or its grounds, including building interior and exteriors, lawns, shrubs, trees, parking lots, patios, walkways, lighting, or outdoor furniture.
- Groups and individuals participating in the activity must comply with the directions of University officials when enforcing these provisions.
- Responsible parties and sponsors must have a representative present at the event. All event registrations must include the name and contact information of the sponsor.
- Any event involving minors must adhere to University Policy 3014 [Minors on Campus Policy](#).
- All third-party events shall be insured, naming the University and the Commonwealth of Virginia as additionally insured, and meeting the minimum requirements of the Office of Risk Management and Safety.
- Groups and individuals, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all spaces following their use, including the proper disposal of trash and recycling and the arrangement of additional services as needed. The groups and/or individuals will be billed for cleanup that the organization utilizing the space does not adequately complete themselves.

Only University groups can reserve and use outdoor University space for activities during University reading days and final examinations. All other groups or individuals are not allowed to reserve or use outdoor space for activities on these days.

1. University Space Manager

The University Space Manager will develop internal procedures as directed by the Executive Vice President for Administration and Finance and Chief Financial Officer and these procedures will be published in the University's [Space Management Policy Manual](#).

2. Catering – Use of University facilities and grounds shall be subject to the University's exclusivity contract with its caterer.

3. Posting or Display of Information

Resources are provided throughout academic and administrative buildings on property owned or leased by the University for the purpose of posting or displaying information. These resources will be maintained by college/school, or department heads or their designees located in the areas where they reside. Affixing items to doors, entrances, windows, building exteriors, or interiors (except as noted above), benches, poles, or trees; inserting yard signs in flower beds; or placing flyers on vehicles is prohibited and these items will be removed at the responsible organization's expense.

5. Keys

- a. Residence hall keys are issued to student residents upon check-in and procedures are detailed in the [Guide to Living on Campus](#). Students are responsible for the cost of the key and rekeying the lock should they lose the key or fail to return the key at the end of the term of the agreement or upon early departure from campus. Fees associated with lost keys are published annually in the Schedule of Tuition, Fees, and Service Charges.
- b. Non-residential keys may only be issued to University employees and affiliated entities as approved through the appropriate key request process, in accordance with the forms and [procedures](#) posted on Facilities Management & Construction's website. Key requests must be submitted via the University's key request system – Building Access: Keys – Old Dominion University. The Assistant Vice President for Facilities Management & Construction (AVP FMC) or designee is responsible for maintaining a record of all keys issued. Keys shall NOT be transferred to other employees/supervisors; when keys are no longer required, they must be returned to Facilities Management & Construction. Duplication of University keys by anyone other than a University locksmith is prohibited. Employees or their department may be responsible for the cost of the key(s) and rekeying the locks should they lose the key(s) or fail to return the key(s) to Facilities Management & Construction at the end of their employment or transfer to another department. Fees associated with lost keys are published annually in the Schedule of Tuition, Fees, and [Service Charges](#).

Master keys will only be issued upon the additional approval of the Superintendent of the Structural Department, the Senior Director, and the AVP FMC. Locks may be changed in a University facility only upon the express authorization of the AVP FMC.

6. Permitting of Tents, Stages and Amusement Devices

The use of tents, stages and amusement devices is governed by Commonwealth of Virginia [law](#), which requires that tents, stages, and all “amusement devices” (including inflatables,

gravity rides, bounce houses, go-carts, climbing walls, bungee jumping, etc.) are appropriately permitted, inspected, and insured. See [Tents, Stages & Amusement Devices](#) – Old Dominion University.

Constructing, occupying, or sleeping in tents or camping on University-owned or operated properties is prohibited unless approved in advance by the University. Tents shall include any structure, enclosure, or shelter with or without sidewalls or drops that is constructed of canvas or pliable material supported in any manner except by the contents it protects. Camping shall include: (a) the use of any item to create a shelter; (b) the outdoor use of heating devices, generators, or the use of portable toilets; (c) sleeping outdoors with or without a tent between the hours of 12:00 a.m. and 6:00 a.m.

The construction or occupation of camping tents is prohibited. “Camping Tent” means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as “pup tents,” “dome tents,” “cabin tents,” “hiker tents,” and “backpacking tents.” A Camping Tent does not include a tent with all sides entirely open and where there is an unobstructed view into such a tent from the outside at all angles.

Outdoor “camping” is prohibited, even without a tent. As used in this Policy, “camping” is the act of using any part of the campus for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight, making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping, sleeping in, on or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy. Camping does not include the use of university real property that has been wholly or partially designated as sleeping areas, a tailgating activity in conjunction with a university event, or the use of temporary hammocks used in recreation or studying activities outside during non-overnight hours.

The pre-approval process and the prohibitions in this section shall not apply to the University or tents erected for University use.

This policy does not apply to tents or canopies temporarily erected on University property adjacent to athletics facilities or other property designated by the University as a pre-event gathering location during athletics or entertainment events, and up to four (4) hours before or after those events, so long as those tents otherwise comply with and are assembled in accordance with the Uniform Statewide Building Code and the Virginia Statewide Fire Prevention Code, do not impede ingress or egress to pedestrian and vehicular traffic, and do not create a safety or security hazard.

G. COMPLIANCE

All facility use participants must abide by applicable laws, regulations, and policies.

Groups and individuals participating in the activities, whether sponsored or not, are accountable for compliance with this policy, as well as other University policies. Violations of this policy may be grounds for disciplinary action. Individuals or groups who invite non-University participants may be held accountable for such participants’ compliance with this policy. In addition, since non-University individuals or groups are not subject to the University’s disciplinary procedures, their failure to comply with these provisions may result in appropriate action under State or Federal law, including but not limited to trespassing.

Permits shall be secured as required in accordance with 13VAC5-63-80 Section 108.

H. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

I. RESPONSIBLE OFFICER

Assistant Vice President for Facilities Management & Construction

J. RELATED INFORMATION

[University Policy 1500 – Delegation of Authority for Contract Approval](#)

[University Policy 1600 – Solicitation Policy for Employees and Vendors](#)

[University Policy 1700 – University Demonstrations Policy](#)

[University Policy 3220 – Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers](#)

[Monarch Catering Services](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

<u>/s/ Michal Holliday</u>	<u>06/30/2025</u>
Responsible Officer	Date

Policy Review Committee (PRC) Approval to Proceed:

<u>/s/ Heidi G. Smith</u>	<u>06/30/2025</u>
Chair, Policy Review Committee (PRC)	Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

<u>/s/ Chad A. Reed</u>	<u>06/30/2025</u>
Responsible Oversight Executive	Date

University Counsel Approval to Proceed:

<u>/s/ Allen T. Wilson</u>	<u>06/30/2025</u>
University Counsel	Date

Presidential Approval:

<u>/s/ Brian O. Hemphill</u>	<u>06/30/2025</u>
President	Date

Policy Revision Dates: December 1, 1988; September 11, 2003; August 4, 2014;
May 10, 2022; August 22, 2024; June 30, 2025

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