

TOWN SQUARE USE POLICY FOR UNIVERSITY AFFILIATES

REFERENCES

UCSD Policy on Speech, Advocacy and Distribution of Literature on University Grounds

<http://adminrecords.ucsd.edu/ppm/docs/510-1.9.HTML>

DEFINITIONS

Amplified Sound means sound that is made louder or stronger via the use of an electronic instrument, device, or other equipment.

An Event means an organized activity sponsored by an official campus unit that may include one or more of the following features:

- A. The promotion or sales of goods or services (including food and beverage sales),
- B. Use of Amplified Sound,
- C. The distribution of food, beverage or alcohol (including BBQ's and Pot Lucks),
- D. Open flames (including candles and torches).
- E. Vehicles, generators and other motorized equipment;
- F. Free-standing structures (besides an "Information Table") such as canopies, tents, carts, booths, stages, fences, displays, games, amplified sound equipment, lighting equipment, and audio-visual equipment.
- G. Solicitation of donations whether monetary or physical property.
- H. Use of a campus electric, gas, or water outlet.

Events include but are not limited to the UCSD Farmers Market, ceremonies, celebrations, booths, fairs, and festivals.

Expressive Activity means an activity whose principal purpose is to communicate information to other people and that is protected by the First Amendment to the U.S. Constitution. An Expressive Activity that has any of the characteristics of an Event (A-H) must be scheduled as an Event.

An Information Table is a single portable table of a reasonable size (i.e. no larger than 72" long by 30" deep) for the purposes of distributing literature and displaying materials. An Information Table can include a maximum of four chairs. An Information Table that has any of characteristics of an Event (A-H) must be scheduled as an Event.

Official Campus Unit is defined in UCSD policy PPM 510 Section IV as any administrative unit of the university or any section of one of these units authorized by the unit head to operate in the manner of a department. Official Campus Units include the Associated Students and Graduate Student Association. Official Campus Units do not include external outside agencies, registered student organizations, and registered campus organizations.

Transitory Use means the use of Town Square for pedestrian access, resting temporarily, socializing and other legal activity that does not include Events or Expressive Activity.

University Affiliate is a student, employee, official volunteer, officer, Regent, or emeritus of the University.

University Business means a function, service, event, program or act sponsored or approved by an authorized University official, including - by way of example - activities such as classes, research, lectures, administrative and student services, meetings, housing, and programs and events (such as commencement).

University Grounds mean the outdoor open spaces of the University of California, San Diego campus, excluding outdoor recreational areas (e.g., playing fields, basketball and tennis courts, and swimming pools).

POLICY

Town Square is part of the University Grounds located in the University Center

Neighborhood (see diagram). Unless reserved for other purposes or closed by the University and subject to the General Rules provided herein, Town Square is open for Transitory Use and may be used by University Affiliates for Information Tables and Expressive Activity. In addition, Official Campus Units may reserve portions of Town Square for Events. Events must be reserved in advanced through the Price Center One-Stop Reservation Desk.

GENERAL RULES

Transitory Use, Events, Information Tables, and Expressive Activity may occur in Town Square provided those activities do not:

1. Unreasonably disrupt or interfere with University Business, including Events scheduled in Town Square,
2. Violate the legal rights of other persons, endanger their safety, or unreasonably disrupt, interfere, or obstruct viewing or hearing an Expressive Activity or Event of another person or group that is in compliance with University policy,
3. Obstruct the ingress or egress to any University facility, or obstruct the use of any pedestrian walkways, roadways, or fire lanes,
4. Unreasonably damage or pose risk of damage to the environment (e.g., turf, trees and other vegetation, wildlife) or to property
5. Relocate the tables and chairs in Town Square from their daily configuration without written authorization by the Price Center One-Stop Reservations Desk,
6. Violate UCSD policies or state or federal laws.

Complaints about an activity in Town Square that may not comply with the General Rules should be directed to the Price Center One-Stop Reservations Desk. The One-Stop is located on the 3rd floor Price Center East, phone 858-534-7666, fax 858-534-7860, email onestop@ucsd.edu.

EXPRESSIVE ACTIVITY

Expressive Activity on Town Square may occur without a space reservation provided it does not conflict with a reserved Event or violate the rules set forth in this policy. The use of Amplified Sound for Expressive Activity is not permitted in Town Square unless it is scheduled as an Event by an Official Campus Unit.

INFORMATION TABLES

Information Tables are permitted without a reservation in designated areas of Town Square (see exhibit) between 8 a.m. and 5 p.m. provided that they do not conflict with a reserved event or violate the rules set forth in this policy. Information Tables must remain on the hardscape surface of Town Square and off the grass. Information Tables must be staffed at all times, and literature and displays must rest on the table. Any use of free-standing structures beyond an Information Table is not permitted unless the activity was booked as an Event.

Events in Town Square take precedence over Information Tables. Tabling is not permitted within zone one and/or zone two of Town Square (see diagram) when an Event is scheduled in the space.

EVENTS

Official Campus Units may book Events in Town Square. Events include but are not limited to ceremonies, celebrations, booths, fairs, and festivals.

Events with the primary purpose of promoting the goods and services of for-profit vendors (e.g., touring campus promotions of products) are not permitted in Town Square unless approved in writing as an exception by the Price Center One-Stop Reservations Desk.

- A. Reservable spaces
 - a. Town Square consists of two reservable event spaces - zone one and two (see diagram). Events that do not require both spaces will be held in zone one unless approved in writing as an exception by the Price Center One-Stop Reservations Desk.
- B. Event Reservations
 - a. Contact the Price Center One-Stop Reservations Desk to schedule use of Town Square. The One-Stop is located on the 3rd floor Price Center East, phone 858-534-7666, fax 858-534-7860, email onestop@ucsd.edu.
 - b. To provide sufficient time to review, approve, and schedule an Event, all Events must be booked with the One-Stop Reservations Desk at least twenty (20) business days prior to the start date of the Event.
 - c. An Event reservation may not be approved if Town Square cannot safely accommodate the logistical or occupancy requirements of an Event.
- C. Use Fees
 - a. Event sponsors will be assessed a Use Fee for use of Town Square. Use Fees vary depending on the number of zones used and whether an admission charge is assessed for the Event or if the Event is free.
 - b. Depending on the nature of the Event, additional charges may be assessed for moving and resetting Town Square tables, trash removal, cleaning Town Square, equipment rental, and other event-support services.

USE OF AMPLIFIED SOUND FOR EVENTS HELD IN TOWN SQUARE

Use of Amplified Sound in Town Square is subject to compliance with all rules set forth in this Policy, including without limitation the General Rules.

- A. Location for Amplified Sound

Amplified Sound is permitted in zone one of Town Square, located on the east side (see diagram). The sound system must face north or south. Amplified Sound is prohibited in zone two unless approved in writing as an exception by the Price Center One-Stop Reservations Desk.
- B. Time periods for Amplified Sound and Types of Amplified Sound Permitted

Amplified Sound is permitted for voice only between noon and 1 p.m. Monday through Friday. Amplified sound for voice and music is permitted between 7 p.m. and midnight Monday through Friday, and on Saturday and Sunday with written approval of the Price Center One-Stop Reservations Desk.
- C. Maximum Decibel Limit for Amplified Sound

Between noon and 1 p.m. the maximum permissible decibel peak level for Amplified Sound at Events is 80 dba with an average decibel level (measured over any 15 second period) of no more than 70 dba (using a weighted scale) measured from 50 feet away from the sound source

Between 7 p.m. and midnight, the maximum permissible decibel peak level for Amplified Sound is 95 dba with an average decibel level (measured over any 15 second period) of no more than 85 dba (using a weighted scale) measured from 50 feet away from the sound source.

If the maximum allowable sound is exceeded, the group will be given an opportunity to reduce the volume. If the volume is not reduced to allowable levels, continued use of Amplified Sound shall be a violation of this Policy.



TOWN SQUARE
UNIVERSITY CENTER

 = Town Square



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