Campus Use Rules

Policies and Rules

University Policies and Rules

Broadcast Email Policy

Inclement Weather Policy

Harvard University's campus grounds and buildings support faculty, students, staff, other affiliates, and campus visitors in fulfilling the University's teaching and research mission. Each year the University, its Schools, and affiliates host thousands of events, programs, and other activities to serve that mission and foster the vibrancy of our intellectual and residential community. Given the volume and complexity of the demand for campus resources and to foster the well-being of community members and preserve these resources for future generations, the University must codify the rules,

Request to Post & Budget Re-appropriation

Campus Use Rules

practices, and policies that simultaneously protect and facilitate the use of the University's property.[1]

The purpose of this document is to establish and make accessible a common set of such University rules for campus space use. Many of these Campus Use Rules are sourced from numerous existing policies, rules, and practices from across the University and are intended to (1) ensure community safety, security, and well-being; (2) set expectations for compliance with federal, state, and local laws and University and School rules and policies; and (3) promote orderly event planning and noncompeting space use.[2] Schools and non-School based units can supplement these Rules for the spaces that they oversee in ways consistent with these Rules and existing University policy, including but not limited to the University-wide Statement on Rights and Responsibilities. Organizations and/or individuals who do not comply with these Rules may be held financially responsible for any resulting costs incurred and may be subject to other consequences for noncompliance, including referral for discipline, personnel action, and/or confiscation and disposal of items brought onto Harvard property. Officially recognized student organizations that do not comply with these Rules may also be subject to probation, suspension, or revocation of the privileges afforded to Student Organizations in accordance with local School policies.

Provide Feedback on the Campus Use Rules

Feedback Form: Requires Harvard Key

Email: CampusUseRules@harvard.edu

Accessibility:
Events, programs and activities should be planned to accommodate all participants. University Disability Services provides resources and guidelines on planning accessible events and activities.

Alcohol and Illicit Drugs:
Alcohol generally is not permitted at events that are open to the entire campus community, especially if the activity is in an outdoor location. Exceptions to this policy will be considered by the relevant Local Contact on a case-by-case basis or in accordance with any local approval process applicable to the campus space in question. All alcohol use must be in compliance with local, state, and federal laws, and University and School rules and policies. Use of illicit drugs is prohibited consistent with federal and state laws and University and School rules and policies.

Blackout Dates:
Individuals and organizations are generally not permitted to reserve space or host events, programs or activities during reading or exam periods and other restricted dates and times designated by the relevant Local Contact. Schools and non-School based units with responsibility for the space in question may determine additional restricted times and dates

based on potential impact on educational, research, and other legitimate University functions.

Booking Event Space:
Requests to use space (indoor or outdoor) must be submitted in advance for approval in accordance with content-neutral standards and relevant local rules and policies established by the School or non-School based unit with oversight responsibility for that space. Approval of a request to use space should not be read as an endorsement of the event or its content.

Building Access/Free Flow of Traffic:
Events, programs and activities (including but not limited to exhibits and displays) must not impede or block ingress or egress to or movement within and around campus buildings, classrooms, administrative offices, or other spaces. The blocking of any stairs is prohibited. Blocking or interfering with the free flow of vehicular, pedestrian, bicycle and other forms of personal transport is not permitted.

Camping:
Camping, whether during the day or overnight, and with or without a tent or other temporary structure, is not permitted unless authorized by the relevant Local Contact.

Chalking or Other Markings:
Individuals and organizations are not permitted to chalk, paint, engrave, or otherwise write or draw on any University property, except in designated locations or with prior written

approval from the relevant Local Contact. Markings are subject to removal by, or under the direction of authorized University or School personnel.

Commercial Activities/Free Giveaways:
The University reserves the right to prohibit commercial activities. In particular, the sale, advertisement, and/or free give-away of commercial products is prohibited, unless advance authorization is provided by the relevant Local Contact, and then only in compliance with the Policy on the Use of Harvard Names and Insignias and related use-of-name policies and guidelines.

Exhibits/Displays:
Campus exhibits or displays that are to be shown outside of a residential unit, including but not limited to lighting projections, self-mounted displays, multimedia displays, and installations must be proposed in writing to the relevant Local Contact for approval in accordance with local policies, rules, and processes for the campus space in question and approved in advance. More generally, Schools and non-School based units may restrict the use of exhibits/displays in the spaces under their control and enforce the conditions established for authorization of displays/exhibits.

Tampering with or removing approved exhibits/displays is not permitted. Unapproved exhibits/displays will be removed by, or under the direction of, authorized University personnel only. Overnight and/or multi-day exhibits/displays, where permitted, may require additional planning and coordination

with several University departments to ensure the integrity of the display, the safety of the site, and security of the community. Overnight staffing and security may be required.

See also Signage/Banners/Postings section, below.

Filming/Videotaping/Photographing:
Filming, videotaping, and photographing must comply with existing University rules and policies, including but not limited to the Non-Discrimination and Anti-Bullying Policy, University-wide Statement on Rights and Responsibilities, and University Policy on Photographing and Filming on Harvard Property. Some state laws also place limits on audio recording, with the potential for criminal and civil penalties for violations, for example, Massachusetts General Law Chapter 272, Section 99.

Harvard University Identification Cards:
All Harvard affiliates, including but not limited to faculty, staff, and students, must present a valid Harvard University identification card at the request of any properly identified University official. For more information, see Harvard University Identification Cards Policy. In the event that an individual is wearing a mask or other face covering when the identification card is requested, the individual must lower the mask or other face covering briefly to enable identification if requested by the University official.

Lawns and Planted Areas:
There shall be no disturbance of the grounds from staking or

other excavations without first obtaining permission from the relevant Local Contact and, if required, Dig Safe. For more information on Dig Safe, see provision on Temporary Structures below.

Noise:
Excessive noise may not disrupt campus residences, academic spaces, childcare facilities, or University offices. Amplified sound is not permitted without prior approval, including any necessary municipal permits, and requests for amplified sound will not be approved during reading or exam periods. Requests for approval for amplified sound will be reviewed by the relevant Local Contact with consideration of the surrounding buildings and residential community.

Obstruction of Harvard Personnel:
Individuals and organizations may not obstruct, interfere with, intimidate, or harass University personnel in their performance of their normal duties and activities, including under the Rules. Conduct must comply with existing University rules and policies, including but not limited to the Non-Discrimination and Anti-Bullying Policy and the University-wide Statement on Rights and Responsibilities

Open Flames/Bonfires/Fireworks/Flammable or Hazardous Material:
The use of open flame is generally not permitted; exceptions may be approved in extraordinary cases in accordance with applicable policies of the School or non-School based unit and only with advance written notice to the relevant Local

Contact. All approved use of open flame, flammable, or hazardous material must be in compliance with University Environmental Health and Safety guidance and fire and safety policies and may be subject to additional safety restrictions.

State and local agencies may provide additional guidance on fire safety, for example, see Massachusetts Department of Fire Services and https://www.ehs.harvard.edu/.

Restricted Areas:
No one other than authorized personnel are permitted to access restricted areas of campus.

Security/Occupancy Limits:
It is the responsibility of the event host to ensure that maximum occupancy limits are observed at all times. For events, the relevant Local Contact will review anticipated number of attendees to determine if the event space is appropriately sized. Depending on the scope, scale, and nature of an event, it may require an HUPD detail, Securitas officers, and additional staffing. Large events (100 or more people), late night social events, and events with high profile participants are the most common types of events that may require police or security, which may carry additional cost. Multi-day events, including set-up and teardown days, may require a security detail even during non-event times unless an exception to the security detail has been approved by the relevant Local Contact and/or HUPD.

Signage/Banners/Postings:
No signs, banners, or posters (including as part of an exhibit or display) should be affixed to University property, including but not limited to the exterior of buildings, doors/access points, windows, fences, entry posts, gates, utility or flag poles, waste containers, lighting, furniture, equipment, walls, floors, walkways/pavers, steps, statues, flags, tents, existing signage, or authorized third party structures (e.g., temporary scaffolding), trees, or other live plants, except in designated locations or with prior written approval from the relevant Local Contact. Signs, banners, or postings are subject to removal by, or under the direction of, authorized University or School personnel.

Sponsorship:
All events require a designated Harvard affiliate, Harvard affiliate group, or locally authorized sponsor who will act as the primary liaison to the relevant Local Contact. The sponsoring Harvard individual or organization is responsible for ensuring all trash and other debris is removed after an event and space is returned to its original state as specified by the relevant Local Contact. Co-sponsorship of an event by a Harvard affiliate or Harvard affiliate organization with a non-Harvard or unrecognized student group or individuals generally is not permitted on campus, nor is sponsorship by proxy, unless explicitly permissible under a local policy and if approval has been obtained to use the campus space in question. The sponsoring Harvard designated affiliate organization must take all reasonable steps to ensure

compliance with applicable policies, Campus Use Rules, and laws. All exceptions to this sponsorship requirement must be consistent with the Policy on the Use of Harvard Names and Insignias and related use-of-name policies and guidelines.

Temporary Structures:
Temporary structures, including but not limited to professionally installed tents and other types of shelters, may not be installed without prior approval from the relevant Local Contact, the required municipal permit(s), and in some cases direct supervision from University personnel.

All temporary structures must comply with the policies of Harvard's Office of Environmental Health & Safety. Dig Safe procedures must be followed in all instances where staking or any other form of excavation is required for installation. In the instance of tents, the installation vendor is responsible for notifying Dig Safe and following related procedures. More information regarding Dig Safe can be found at www.digsafe.com. In advance of any notification to Dig Safe, the University must also be notified directly through the Harvard Operations Center at 617-495-5560.

Vehicles, Bicycles, and Micromobility Transportation Devices:
Affiliates and campus visitors should obey all local signage about wheeled vehicles. No unauthorized motorized vehicles shall be permitted on lawns or planted areas.

Definitions:

Affiliates: Those people who comprise the University community, including but not limited to students, faculty, staff, fellows, postdocs, and trainees.

Campus: All lands, buildings, and facilities owned or operated by Harvard University.

Campus visitors: Those non-affiliates using Harvard space including, but not limited to, vendors, contractors, visitors, event attendees, and guests.

Event: A planned, advertised, or coordinated gathering (including but not limited to speeches, debates, forums, lectures, performances, conferences, social functions, rallies, protests, and demonstrations) that make use of a campus space such that it would preclude or interfere with competing uses or interfere with the normal operations of the campus. Events require registration as set forth in this document.

Local Contact: The Harvard University official designated by a School or non-School based unit to receive requests for use of a space under the School or non-School based unit's oversight.

Provide Feedback on the Campus Use Rules

Feedback Form: Requires Harvard Key

Email: CampusUseRules@harvard.edu

[1] The Harvard Corporation has reviewed and endorses these Campus Use Rules and confirms that the President or the President's designee may from time to time revise and update these policies as appropriate.

[2] These Rules are to be interpreted consistent with federal, state, and local law and are not intended to alter union access rights under any current or future collective bargaining agreement.

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