



University of Pittsburgh Use of University Spaces Policy Committee Charter

I. Preamble

This body is called the Use of University Spaces Policy Committee (“Committee”). It is authorized by the Chancellor and will serve at the Chancellor’s discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (“SVC-CFO”) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing a new University Policy that establishes administrative responsibilities, priorities, and requirements governing the temporary use of any space, including grounds, owned by the University, for extra- and/or non-curricular activities. This new Policy would replace University Policy AO 17, Extracurricular Use of University Facilities and University Policy AO 42, Use of University Athletic Facilities, as well as documents that support their implementation. This Policy does not cover long-term space occupancy, such as office rentals, which are managed by the Executive Senior Vice Chancellor for Finance and Operations. This Policy also does not govern the use of classroom facilities for University courses, seminars, workshops, and examinations, which is managed by the Registrar consistent with Policy AO 09, Classroom Facilities; or, the use of research or laboratory spaces.

III. Background

The University Policies governing the temporary use of its spaces are out of date and difficult to implement. Specifically, the University’s Policy governing the extracurricular use of University facilities, Policy AO 17, was last reviewed in August 2016. Offices implementing these policies, including the Office of University Counsel, Office of Public Safety and Emergency Management, University Registrar, Office of the Provost, and Facilities Management, identified a number of administrative issues related to the responsibilities, priorities, and requirements governing the temporary use of facilities owned, occupied, and operated by the University, including University grounds, as articulated in these policies. For instance, it can be difficult for users to easily identify how University spaces are to be used, who can make reservation requests to use/occupy University spaces, and how such requests are reviewed and approved.

Accordingly, a need to better articulate how spaces can be reserved for events and guest speakers or how scheduling athletic facilities is prioritized has been identified.

While a Committee was originally chartered in February 2020 to assess University Policy AO 17, and the rules governing extra-curricular use of University facilities, that group's work was paused given competing demands of many Committee members. In reconstituting this group, it became apparent that the scope of that original charge needed to be broadened to ensure it included all extra-curricular uses of University facilities. As articulated below, this new Committee is charged with conducting a more holistic review of the requirements associated with using University spaces. To conduct this work, this Committee is charged with reviewing the University's current policies and procedures, and proposing one new policy that would establish clear rules regarding the use of University spaces that reflects current best practices found at other institutions of higher education.

IV. Scope and Authority

The Committee will recommend a new University Policy on Use of University Spaces, which will replace University Policies AO 17 and AO 42, as well as those policies implementing procedures. In doing so, the Committee's deliberations must address the following topics:

- **Scope.** Clarify and article the scope of the policy with respect to (1) activities related to the temporary use and management of University spaces, including reservations, safety considerations, and operations; (2) University facilities and offices covered and implicated; and (3) the campuses covered.
- **Compliance.** Address relevant federal/state/local laws (e.g., First Amendment, [1949 Act 14 of the Pennsylvania General Assembly](#)) and implementing regulations.
- **Safety.** Establish a safety assessment process that is objective and viewpoint/content neutral that also articulates appropriate safety measures for the safe operation of University spaces. This includes identifying units responsible for managing reservations and responding to the unauthorized use of spaces.
- **Usage Definitions.** Clearly articulate appropriate uses of University spaces and define terms associated with that usage, including distinguishing between use of University space for "curricular" versus "non-curricular" purposes and "academic" versus "extracurricular" purposes.
- **Alignment.** Align a proposed policy with any existing authority provided in other relevant University policies or procedures (e.g., University Registrar policies and procedures).
- **Procedure.** Clarify the reservation and facility management roles, responsibilities, and processes requirements for curricular and non-curricular use of University spaces,

including University grounds, and including those requirements applicable to non-University members (e.g., outside speakers).

- **Non-University Members.** Consider University spaces that are managed by an outside company, shared with another party, or regularly rented/used by non-University members (e.g., Petersen Event Center, UPMC facilities, Heinz Chapel, University Club) and whether and how a new Policy should appropriately incorporate such spaces.
- **Risk.** Consider institutional risk and reputation with any proposed requirements on use of University spaces.
- **Process and Financial Responsibility.** Consistent with the terms of this Charter, consult with relevant stakeholders, to recommend a central University mechanism (e.g., reservation system/platform) and consistent procedures for the review, approval, and vetting of all reservation requests. This includes addressing the need to clarify who has the authority to approve requests to use University spaces for curricular and non-curricular purposes, including University grounds, as well as establishing transparent processes to proactively assess and standardize fees and payment responsibility in a viewpoint neutral manner. The Committee may consider proposing an interim solution that could be used on a temporary basis to address any urgent process needs identified, as well as inform a permanent solution.
- **Consistency.** Ensuring the revised Policy and its associated documents are consistent with other relevant University Policies (e.g., Policy AO 08, Charges for Use of University Facilities; Policy CS 10, Participation in Political Campaigns; and Policy AO 09, Classroom Facilities).
- **Policy Consolidation and Revision.** Recommending to the Policy Office other University Policies that may be decommissioned if the scopes of those Policies will be adequately addressed or superseded in the proposed new Policy. Additionally, recommending to the Policy Office other University Policies that may need to be revised to comply with applicable terms of the proposed new Policy.

V. Responsibilities

As provided above, the Committee is created to propose a new University Policy on Use of University Spaces. To perform this function, the Committee has the responsibility to:

- Review and consider the current Policy and related documents (e.g., procedures) on extracurricular use of University facilities;
- Consistent with the terms of this Charter, consult with University staff who are currently responsible for the administration of University spaces that may be managed by an outside company, shared with another party, or regularly rented/used by non-University members (e.g., Petersen Event Center, UPMC facilities, Heinz

Chapel, University Club) and consider whether and how a new Policy should appropriately incorporate such scenarios;

- Research and discuss best practices for non-curricular use of University facilities and grounds, including a benchmarking of peer universities' respective policies and procedures;
- Consistent with the terms of this Charter, consult with the Office of Risk Management, Insurance, and Workers' Compensation during the drafting stages of the Policy and associated procedures to ensure areas of institutional risk and reputation are considered;
- Consistent with the terms of this Charter, consult with Public Safety and Emergency Management to ensure that safety standards and mitigation measures are incorporated into the Policy;
- Consistent with the terms of this Charter, consult with Planning, Design, and Construction to ensure that temporary use of space standards are complementary to, and aligned with, broader long-term and permanent space utilization strategy and process;
- Consistent with the terms of this Charter, consult with regional campuses and other relevant University stakeholders, including the Office of the Registrar, Student Affairs, and Public Safety and Emergency, to ensure administrative responsibilities, including coordination with relevant policies and procedures, related to reservation of University spaces for curricular purposes are considered;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure, and other relevant documents, for review pursuant to the process described in Section VIII needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the direction of the SVC-CFO, will be co-chaired by **Zack Hertel**, Executive Director of Administration, Finance and Operations, and **Karin Asher**, Assistant Dean for Student Engagement and Professional Development. The Committee will include the following members:

1.	David Beck	Professor	Senate Committee on Utilization, Planning, and Safety Representative
2.	Chris Coat	Associate University Registrar for Academic Support Services	Office of the University Registrar
3.	Christopher Dietz	Assistant Athletic Director, Facilities and Operations	Athletics
4.	Jamilah Ducar	Associate Vice Chancellor for Engagement and Community Affairs	Office of Engagement and Community Affairs
5.	Jackie Gillespie	Assistant Vice Chancellor for Hospitality	Office of Business Hospitality, and Auxiliary Services
6.	Bradley Kiefer	Commander	Office of Public Safety
7.	Will Mitchell	Director of Facilities Services	Office of Facilities Management
8.	Jeffery Rhoades	Engagement & Customer Success	Pitt Digital
9.	Patrick Ryan	Student	Student Government Board Representative
10.	David Salcido	Associate Professor of Emergency Medicine	Department of Emergency Medicine
11.	Dan Toski	Capital Projects and Physical Resources Manager	Office of the Provost

12. Carolyn Verga

Assistant Vice Chancellor for
Campus Planning

Finance and Operations

Jason Jasko, Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Tony Graham, Senior Policy Specialist, will help facilitate and support the Committee on behalf of the Policy Office.

Jason Cicco, Director of Financial Reporting, will support the Committee on behalf of the Office of the CFO.

Kathleen Clawson, Director of Conference Center, will support the Committee on behalf of the regional campuses.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy and related procedures to replace Policy AO 17, Extracurricular Use of University Facilities, and University Policy AO 42, Use of University Athletic Facilities, should be submitted to the SVC-BO no later than the 2027 Spring Semester. The SVC-CFO may ask for interim status reports.

After the SVC-CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- Academic Leadership Team
- University Senate's Committee on Utilization, Planning, and Safety;
- Faculty Assembly;
- Staff Council;
- University Senate Council; and
- Administrative leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Use of University Spaces, unless otherwise directed by the Chancellor.