



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedures

HSC OP: 61.07, Use of TTUHSC Premises and Amplification Equipment

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the approval process for the use of TTUHSC grounds, facilities and amplification equipment for faculty, staff and academic and administrative departments. Use of space, facilities and amplification equipment by students and student organizations is governed by the TTUHSC Student Handbook Code of Professional Conduct. This HSC OP applies to all TTUHSC campus locations.

REVIEW: This HSC OP will be reviewed by July 1 of each even-numbered year (ENY), in consultation with the Texas Tech University System Office of General Counsel, by the Sr. Director of Safety Services, the Asst. Provost for Student Affairs, and the Texas Tech Chief of Police, with recommendations for revisions forwarded to the Vice President for Facilities & Safety Services (VPFSS) by July 15.

POLICY/PROCEDURE:

2. Expressive Activities.

TTUHSC recognizes freedom of speech and expression as a fundamental right and seeks to ensure free, robust and uninhibited debate and deliberation by students enrolled at TTUHSC as well as other persons. The provisions of this HSC OP do not apply to expressive activities conducted in the outdoor common areas of TTUHSC campuses or any outdoor common area owned or leased and controlled by TTUHSC. Expressive activities at such locations are governed by Texas Tech University System Regulation 07.04, available [here](#). The terms of such Regulation shall control in the event of any conflict between the provisions set forth in this HSC OP, or any other HSC OP, and the terms of Regulation 07.04.

3. Priority of Use.

Under Regents' Rules, Section 8.07, TTUHSC premises are available for use according to the following priorities:

- (a) regular institutional programs (including, but not limited to, TTUHSC schools, departments and support services);
- (b) programs sponsored and conducted by the TTU system and/or a component institution's academic and administrative departments or organizations which are affiliated with such departments;
- (c) activities that have as their purpose, service or benefit to the TTU system community and that are sponsored by academic and other organizations

operating policies.

premises" includes all land, grounds, buildings, facilities and other property in or owned, used or controlled by TTUHSC; provided, however, the use of s" in this HSC OP expressly excludes the use of TTUHSC owned or controlled

outdoor common areas for persons' engagement in expressive activities, which activities in such spaces are governed by Texas Tech University System Regulation 07.04, available [here](#).

Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC premises, but to be eligible for use of TTUHSC premises, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization.

Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in planning, coordination and implementation directly by me (b)-20h2by,y 72.7-24.4 (iT)-17.5 (U)-uncted orvieatio3.1

of the designated area. Selected TTUHSC premises are available for activities that are sponsored and approved by TTUHSC departments, registered student organizations or individual faculty, students and employees between 8:00 a.m. and 5:00 p.m. Requests for reservations, if applicable, will be granted according to the priorities set forth in Section 3, Priority of Use. Assignments may 0 Td ()641 (d)-12.3 (ual)-8.9 (f.)-1.1 (s)-8 u py 73.1 (w)-2d (i

tent stakes will be allowed to be driven into parking lots.

(4) As specified in the approved use permit, any estimated expense incurred in the course of an event will require the sponsor or co-sponsor to supply a TTUHSC account number or cost center before the activity can be approved. Upon presentation of an invoice, payment must be made to the Facilities Department (Lubbock) or the Facilities Department (Regional Campuses) for costs incurred in placement and removal of required barricades on TTUHSC grounds or recovery of the grounds should they be damaged by the use.

j. Employees, students, departments and registered student organizations desiring use of TTUHSC premises may be required to provide evidence of appropriate liability insurance in accordance with the recommendations from the TTU or TTUHSC Contracting Office, TTU System Office of General Counsel, other TTUHSC departments, or others as necessary prior to approval.

k. Participants in and/or sponsors of events may be required to sign a "Hold-Harmless" release.

l. The sponsor should contact TTUHSC Facilities to make necessary arrangements for any event that includes concessions or a mobile concession stand.

6. Catered Food, Drink Service and other Related Activities Guidelines :

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7. Appeals of Request Denials.

Faculty, staff, students, and academic and administrative departments whose requests for the use of campus grounds or nonacademic facilities are denied may appeal in writing to the Office of the Executive Vice President for Academic Affairs, TTUHSC, 3601 4th Street, Lubbock, TX 79430 no later than five (5) university business days after receipt of notice of the denial. The appeal must be in writing and describe the objections to the denial. Within a reasonable time from receipt of the written appeal, the appropriate office will convey the appeal decision, in writing, to the individual making the appeal.

8. Impermissible Conduct or Activities.

General Impermissible Conduct . The following conduct is not permitted on TTUHSC premises:

- a. Activities that are illegal;
- b. Activities that deny the rights of other students, faculty and staff of TTUHSC;
- c. Activities that substantially obstruct or restrict the free movement of persons on any part of TTUHSC premises, including free entry or exit from TTUHSC buildings and/or facilities;
- d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of TTUHSC;
- e. Activities that threaten or endanger the health or safety of any persons on TTUHSC premises;
- f. Activities that include, but are not limited to, physical, verbal, written or electronically transmitted threats, insults, epithets, ridicule or personal attacks or sexually harassing speech that:

- (1) Are personally directed at one or more specific individuals based on the individual's appearance, characteristics or group membership, including, but not limited to, race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, ideology, political activities or political affiliations, or characteristics of an individual's appearance, including but not limited to, hair, facial hair, body hair, tattoos, piercings, or body modifications.

these guidelines may be subject to disciplinary action under their respective disciplinary policies and codes of conduct. All persons who violate criminal laws in the process of expression may be subject to criminal charges.

9. Use of Amplification Equipment.

- a. Expressive Activities. The use of amplification equipment for expressive activities is controlled by Texas Tech University System Regulation 07.04, available [here](#). This section does not apply to use of amplification equipment for expressive activities.
- b. Permission for Use. The use of loudspeakers or any other type of amplification equipment (i.e., boom boxes, portable studios, etc.) or amplified musical instruments on the TTUHSC premises, except as related to expressive activities, is by permission only, as documented in the online REQUEST TO USE TTUHSC PREMISES form.
- c. Procedure.
 - (1) Applications from individuals and departments for permission to use amplification equipment on TTUHSC premises must be submitted to TTUHSC Student Services.
 - (2) Applications must be received seven (7) university business days before the intended use.
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