



The American University of Kurdistan Activities and Facility Usage Policy

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to provide information and procedures for the use of the University’s facilities and the use of AUK’s name for external activities.
- c. **Scope:** This policy applies to events where the AUK hosts in-person, on-campus activities, and gatherings.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of Campus Service Department (CSD)
- c. **Responsible Office:** CSD
- d. **Policy Contact:** Director of CSD

III. POLICY STATEMENT

The AUK hosts in-person, on-campus activities, events and gatherings in accordance with applicable campus policies and public health guidelines, with the goal of providing safe and meaningful experiences for members of the university community. These activities and events must be aligned with the University's mission and serve to progress its educational objectives.

IV. DEFINITIONS

- A) Educational Activities:** Classes, labs, performances, lectures, workshops, and other educational programs that are required by academic units in furtherance of degree or program completion.
- B) Facilities:** Include all buildings and structures, grounds, sidewalks, recreation areas, and streets considered to be part of the campus of the University.
- C) Research, scholarship, and creative work activities:** Seminars, guest speakers, exhibitions, performances and large gatherings related to research or creative works.
- D) Work Activities:** Any activities undertaken by persons in the course and scope of their employment.
- E) AUK-Sponsored Events:** Any activities sponsored by AUK that are not (1) Educational Activities or (2) Work Activities. Such events may be hosted by AUK's academic or non-academic departments, programs/units, Student Government, or Student Clubs.
- F) Gatherings:** Any gatherings of AUK students, faculty or staff that are not: (1) Educational Activities; (2) Work Activities; or (3) AUK-Sponsored Events.
- G) Use:** Any events or activities, including an individual's or group's presence or occupancy, in or upon the University's Facilities. Examples of events and activities that constitute "use" under this Policy include, but are not limited to:
 - Meetings and activities of students and student organizations;
 - Solicitations, sales, and other commercial activities;
 - Conducting polls, surveys, or interviews;
 - Display of signs, message boards, or similar items;
 - Photography or video or audio recordings;
 - Demonstrations, protests, rallies, vigils, and assemblies; and
 - Meetings, activities, conferences, speeches, performances, and other events by non-University affiliated groups or individuals.

V. PROCEDURES FOR THE USE OF FACILITIES

Requests for the use of the Facilities are to be submitted to the Campus Services Department (CSD). Requestors must check with the CSD to ensure all requirements are met.

The AUK requests submission of a formal, email request to reserve a space at least seven (7) days prior to the anticipated use to allow sufficient time to review and respond to the request. Submission of the request does not guarantee permission for use of the Facilities requested if the time, place, or manner of the requested use is not compatible with the Facility and institutional mission. Competing requests for use of a Facility will be resolved on a "first come, first served" basis, with preference given to individuals or groups affiliated with the University.

When reserving space for events or activities, the CSD, in consultation with the Director of Student Affairs and other University officials as appropriate, will consider (a) whether the requested location is suitable for the event or activity, (b) whether health and safety concerns require special precautions or arrangements, and (c) the event aligns with the institutional mission. In making these considerations, the following factors shall be considered:

- The anticipated size of the proposed event or activity;
- Noise likely to be generated by the proposed event or activity and the impact, if any, on academic activities or other University activities;
- Whether the proposed event or activity complies with applicable laws, rules, regulations, and policies; and
- Whether the proposed event or activity poses any risk to the health or safety of participants, observers, or others in the vicinity of the event or activity.

The CSD may deny a request to reserve space for an event or activity if:

- The request to reserve space contains a material misrepresentation or materially false statement;
- The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location;
- The applicant has damaged University Facilities or grounds in the past in violation of University rules, regulations, or policies, and has not paid for repairs;
- The request to use University Facilities or grounds conflicts with a preexisting reservation; or
- The use or activity would present an unreasonable health or safety danger.

VI. SCHEDULING PRIORITIES

Generally, facilities will be reserved on a first come, first served basis. However, official activities of the University itself have precedence over all extracurricular events and all activities of other users. Activities of registered student organizations and groups have scheduling priority over those of other users from outside the University. In the event rescheduling is necessary, the CSD will work with the sponsors/organizers of the displaced activity to find suitable alternative locations and times.

VII. RESPONSIBILITY TO COMPLY WITH LAWS, REGULATIONS, AND POLICIES

Each individual or group that uses University Facilities assumes a responsibility to comply with all applicable laws, regulations, and policies. Failure to adhere to these requirements is a basis for revoking permission to use Facilities and may result in disciplinary action.

In the event any activity or event in or upon a University Facility is causing damage or destruction of property, or imminently threatening to cause such damage or destruction, the CSD may require the activity or event to be relocated to an alternative space at the University. If it is not possible or appropriate to relocate the activity or event, the CSD may require the activity or event to cease immediately.

Any damage to university property will be the responsibility of the sponsoring individual/group. The CSD will invite outside contractors to assess the damage and will

present the estimate/invoice to the individual/group. Payment will be required within one week in order to ensure the individual/group's continued access to the campus. If restitution is not provided, then the individual/group will be banned from AUK.

VIII. FRONTING

Facilities are limited for use by AUK faculty, students, staff and officially registered University organizations for activities related to the University's education, research and service missions. Faculty, students, staff and organizations may not reserve a space on behalf of or for the use of an outside organization. The CSD may deny or rescind permission to use that Facility if it is determined that the use is not primarily for the benefit of the faculty, student, staff or officially-registered organization making that reservation. The University shall not be liable or responsible for financial or other damages incurred by an individual or organization whose permission to use a Facility is denied, rescinded or modified, pursuant to this fronting policy.

IX. ELECTRICAL AND/OR TECHNICAL CONNECTIONS

No individual or group may use a Facility's electrical and/or technical connections without prior approval of the CSD.

X. EXTERNAL ACTIVITIES

"External activities" are any ventures in which the University, in conjunction with an external entity, commits resources and/or permits the use of its name. This policy seeks to ensure that external activities undertaken by the University's colleges, departments and centers, and units are consistent with the University's mission of instruction, research and public service and that such activities comply with the University's financial policies.

The following procedure must be followed:

1. Prior to entering into any external activity, a statement which outlines the nature of the activity and how it relates to the program or mission of the college/center/unit must be prepared and submitted to the dean/director of the college/center for review and authorization to proceed with the proposal.
2. Upon written approval at the college/center/unit level, the dean/director will submit the proposal, together with a business plan and proposed financing arrangements to the respective VP/provost for consideration.
3. The VP/provost will bring proposals they endorse to the President, who must approve all external activities before they may be implemented.
4. The dean/director is responsible for ensuring that the approved activity is conducted in accordance with the approved business plan and any agreements, contracts, etc. Any subsequent proposed change that affects the scope of the approved activity requires the approval of the President.
5. The college/center/unit sponsoring the approved external activity is responsible for the activity's net fiscal operations.

XI. INDIVIDUAL INVOLVEMENT IN CAMPAIGNS BY AUK EMPLOYEES

Faculty and staff who engage in political campaigns should do so in their individual capacity. If a faculty or staff member is listed as a supporter of a political campaign or initiative, it should be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of the university. University staff and faculty should not engage in political activity at university functions or through official university publications. No employee should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.

If a member of the faculty or staff is running for political office, no campaign activities should be conducted on campus, in order to avoid the appearance of a university endorsement.

Use of university facilities and resources in support of a political candidate, party, referendum, or political action committee may be appropriate under limited circumstances. For such events, approval of the AUK Board of Trustees is required.

XII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022