



Use of Campus Space Policy

Policy Name	Use of Campus Space
Effective Date	9/1/26
Last Approved	9/1/26
Responsible Offices	Conferences & Special Events (CSE); Registrar's Office; Athletics & Recreation; Student Affairs
Supporting Offices	Dining Services; Facilities; Public Safety; General Counsel as needed
Next Scheduled Review	TBD – three years from Effective Date
Supersedes	Any prior space-use guidelines issued before this Effective Date

1. Purpose

This policy governs the reservation and use of Simmons-owned, leased, or operated spaces for events and activities other than regularly scheduled classes. It establishes responsibilities, approval authority, priorities, procedures, and space-specific rules to ensure the safe, equitable, mission-aligned, operationally feasible, and financially responsible use of campus facilities. The policy also supports the strategic use of eligible campus spaces for external revenue-generating events when such use does not interfere with University operations.

2. Scope

Applicable to all internal and external individuals or groups requesting use of Simmons-owned, leased, or operated campus space. This policy does not apply to residential rooms, individual offices, and spaces exclusively managed by Facilities except where an event or reservation affects those spaces or requires Facilities support.

3. Definitions

Term	Definition
Academic Space	Classroom or instructional space scheduled by the Registrar for course-related activities.
Co-Sponsored External Event	An event involving an External Group and a Simmons University department, office, academic unit, athletic program, or recognized student organization where the Simmons sponsor has a considerable role in planning, hosting, promoting, or delivering the event. Co-sponsored external events must be aligned with the University's mission, values, and policies and remain subject to external client procedures, fees, contracts, insurance requirements, and space-use restrictions unless CSE approves otherwise in writing.
Date Hold / Tentative Hold	A temporary hold placed on a date, time, or space in 25Live while an event request is being reviewed or planned. A hold is not a confirmed reservation and may be released if the requestor does not meet required deadlines or approval requirements.
Event	Any organized gathering, including but not limited to meetings, lectures, conferences, workshops, exhibitions, receptions, or symposiums.
External Group	Person or entity not acting on behalf of Simmons University. Alumni and employees acting in a personal capacity are considered external.
Final Space Approver	The office or individual designated to approve, deny, condition, or revoke use of a specific space.
Institutional Blackout Date / Priority Hold	A date, time period, or space hold entered or maintained by CSE in 25Live to protect major University operations, high-priority institutional events, academic/residential transitions, or other periods when space should not be released to external clients or lower-priority uses without approval
High-Priority Institutional Event	A University event designated by CSE or senior leadership as a major institutional priority because of its connection to University governance, academic operations, student transition, enrollment, advancement, Commencement, emergency response, University-wide engagement, or other strategic institutional needs. Examples may include Board of Trustees meetings, Commencement-related events, Orientation, Move-In Weekend, admissions/yield events, advancement events,

Term	Definition presidential or provostial events, and emergency or University-wide gatherings.
Primary Use	The principal function for which a space exists, including but not limited to instruction, dining, athletics/recreation, residential life, student use, tenant occupancy, or events.
Rental Fee	Facility-use fee charged to External Groups, as set annually by Conferences & Special Events (CSE) or Athletics & Recreation.
Responsible Offices	Conferences & Special Events (CSE); Registrar's Office; Athletics & Recreation; Student Affairs
Requestor	An individual who submits a space request.
Tenant	An individual or entity with a lease, license, occupancy agreement, service agreement, or other written agreement granting use of specific University space. Tenant use of leased or licensed premises is governed by the applicable agreement. Tenant use of University-controlled reservable space outside the leased or licensed premises is subject to this policy unless the agreement expressly provides otherwise.
Special-Use Space	A space with additional approval requirements or restrictions because of its primary use, operational complexity, safety requirements, access controls, equipment, or staffing needs.

4. Guiding Principles for Use of Campus Space

University space is a shared institutional resource and should be used in a manner that advances the University's mission, protects student experience and residential life, supports academic and co-curricular priorities, enables strategic external revenue where appropriate, and maintains safe, accessible, and effective operations.

The following principles guide all space-use decisions:

1. Safety First

Space may be used only when the event or activity can be supported safely, legally, accessibly, and operationally.

2. Protect the Primary Use of Each Space

Each space has a primary purpose, such as instruction, athletics, dining, residential life, student engagement, tenant use, or events. Secondary uses may be approved only when they do not interfere with the primary purpose or normal operations.

3. Prioritize High-Priority Institutional Events

Major University events, including Board meetings, Commencement-related events, Orientation, Move-In Weekend, admissions/yield events, advancement events, emergency events, and other events designated by CSE or senior leadership, may receive priority access to space.

4. Recognize External Revenue as a Strategic Goal

External revenue-generating events are a strategic use of eligible campus space when they are compatible with University priorities, operational capacity, safety requirements, and space-specific restrictions.

5. Honor, Protect, and Add Value to the Student Experience

Space-use decisions should protect student access to academic, dining, residential, athletic, recreational, and community spaces and, where possible, add value to student life and engagement.

6. Meet Institutional Demands While Remaining Flexible

The University must balance academic needs, student life, athletics, residential operations, institutional events, partner use, tenant use, and external revenue. This policy provides clear priorities while allowing appropriate flexibility for documented exceptions and changing institutional needs.

5. Roles & Responsibilities

Role

Conferences & Special Events (CSE)

Key Responsibilities

Serves as the central process owner for reservable campus space; maintains the official 25Live space inventory and booking rules; coordinates non-academic event scheduling; manages external client inquiries, contracts, rental fees, and event logistics; reviews operational feasibility; coordinates with affected Final Space Approvers; and reviews exception requests.

Registrar's Office

Manages academic space scheduling; determines availability of classrooms and instructional spaces for non-course events after academic scheduling is complete; and may approve, deny, condition, or revoke use of academic spaces based on academic priorities or operational needs

Athletics & Recreation

Manages Athletics and Recreation facilities, including the gym, pool, dance studios, row tank, and other athletic/recreational spaces; determines availability based on team, recreation, wellness, staffing, safety, supervision, and equipment needs; and may approve, deny, or condition use of athletic spaces.

Role	Key Responsibilities
Student Affairs/Residence Life	Reviews and approves student organization events, student co-sponsored events, residential lounge use, residential access issues, and events affecting student life or residential community standards; and may approve, deny, or condition events based on student, residential, safety, or operational concerns.
Dining Services	Reviews and approves use of the dining hall, retail dining area, and other food service spaces. Dining areas may not be used during meal periods and may be approved for event use only when the event does not interfere with food service operations, student access, cleaning, reset, or staffing.
Public Safety	Reviews events requiring crowd management, including dance hall-style events that require a crowd manager, and any other event referred by CSE or a Final Space Approver due to safety, access control, attendance, timing, or security concerns.
Facilities	Reviews and supports events requiring furniture movement, reset, custodial support, cleaning, staging, repairs, or other Facilities labor.
Final Space Approver	The office or individual designated to approve, deny, condition, or revoke use of a specific space. CSE may not confirm a reservation for a special-use space unless required approvals have been obtained.
Requestor/Sponsoring or Hosting Group	Submit complete requests, coordinate support services, and ensure compliance with this policy.

6. Space Inventory & Hours of Operation

1. **Authoritative System** – 25Live is the official scheduling and reporting system for all reservable spaces. Exceptions noted in section 9.
2. **Hours** – Reservable spaces are available **07:00–23:00** daily. Exceptions require written approval from one of the Responsible Offices in consultation with Public Safety and Student Affairs.

CSE maintains the official 25Live inventory, booking rules, institutional blackout dates, priority holds, and restricted booking periods in consultation with Final Space Approvers and affected University offices. Final Space Approvers are responsible for notifying CSE of blackout dates, operational restrictions, event holds, and other limitations affecting their spaces.

7. Reservation Priorities & Lead Times

Reservation priority governs how requests are evaluated before confirmation. Once a reservation is confirmed or contracted, cancellation, reassignment, and displacement are governed by this policy and any applicable contract.

All requests are subject first to safety, security, accessibility, legal compliance, insurance requirements, staffing availability, operational feasibility, and space-specific restrictions. A request may be denied, conditioned, or modified regardless of priority tier if it cannot be supported safely or operationally.

The University applies the following reservation priority tiers:

Tier	Priority Category	Description
Tier 1	Academic Courses	Registrar-scheduled academic courses, exams, and required instructional activities.
	Athletic Team Competition	Scheduled athletic team competitions and directly related competition needs, subject to Athletics & Recreation scheduling and operational requirements.
	High-Priority Institutional Events	Major University events designated by CSE or senior leadership, including Board of Trustees meetings, Commencement-related events, Orientation, Move-In Weekend, admissions/yield events, advancement events, emergency or University-wide events, and similar institutional priorities.
Tier 2	Contracted External Clients	External clients with a confirmed contract, required approvals, insurance, deposits, and written confirmation. Contracted external events are protected as provided in this policy and the applicable contract.
	Student-Centered University Use	Recognized student organization events, Student Affairs programs, Residence Life programs, student engagement programs, wellness programs, student-athlete programming, and other events designed primarily to serve or enhance the student experience.
	Other University-Sponsored Events	Events sponsored by Simmons departments, offices, faculty, staff, or other internal University units that are not otherwise classified as Tier 1 or student-centered use.
Tier 3	COF Partner Use	Use by Colleges of the Fenway partners, subject to availability, approval requirements, space restrictions, and applicable agreements.

Tenant Use	Tenant use of leased or licensed premises is governed by the applicable agreement. Tenant use of University-controlled reservable space outside leased or licensed premises is subject to this policy unless the agreement expressly provides otherwise.
Other External or Co-Sponsored Events	External events, co-sponsored external events, and other non-University uses not otherwise classified above. These events are subject to external client procedures, fees, contracts, insurance, and approval requirements.

Placement within a tier does not guarantee approval or availability. CSE and the applicable Final Space Approver may consider confirmation status, institutional blackout dates, operational feasibility, space suitability, staffing, safety, contractual obligations, and the primary use of the requested space when resolving conflicts.

Lead Time

External clients may reserve eligible campus spaces up to one year in advance, subject to availability, institutional blackout dates, priority holds, restricted booking periods, contract requirements, insurance requirements, applicable fees, and approval by CSE and any required Final Space Approver. External clients may not book spaces during institutional blackout dates or restricted booking periods unless CSE approves an exception in consultation with affected offices.

The University does not maintain a general annual internal scheduling window before external bookings open. However, CSE may establish institutional blackout dates, priority holds, and restricted booking periods for major University functions, including but not limited to Board of Trustees meetings, Commencement week, Orientation, Move-In Weekend, and other high-priority institutional or operational periods.

Blackout Date Submission Deadline

Known institutional blackout dates, priority holds, and restricted booking periods must be submitted to CSE as soon as dates are known and no later than thirteen (13) months before the first affected date. Late blackout date requests will be reviewed based on availability, operational need, and existing commitments, but may not displace a confirmed external contract except as permitted by this policy or the applicable contract. CSE may require preliminary holds to be confirmed, modified, or released by a specified deadline.

Date Holds and Multiple Date Holds

Requestors may not hold multiple dates, rooms, or time blocks for the same event unless approved by CSE or the applicable Final Space Approver. Date holds are intended to support active planning and may not be used to reserve optional dates, prevent other users from booking space, or delay decision-making.

A requestor may hold one preferred date for an event. Alternate date holds may be permitted only when there is a legitimate planning need, such as speaker availability, weather contingency, production requirements, tournament scheduling, multi-day program planning, or other circumstances approved by CSE or the applicable Final Space Approver.

CSE may require requestors to release unneeded dates by a specified deadline. Holds not confirmed by the applicable deadline may be released without further notice.

Institutional blackout dates and priority holds maintained by CSE are not considered prohibited multiple-date holds under this section.

8. Confirmation, Cancellation, and Reassignment

A reservation is not confirmed until approved by the appropriate University office and written confirmation has been issued to the requestor. Date holds, tentative holds, inquiry holds, and alternate date holds are not confirmed reservations and do not guarantee use of the space. Holds may be released by CSE or the applicable Final Space Approver if the requestor does not meet required deadlines, provide requested information, complete required approvals, or confirm the event. For external clients, a reservation is not fully confirmed until all required contract documents, deposits, insurance, approvals, and written confirmation have been completed, unless CSE provides otherwise in writing.

Cancellations must be submitted at least five business days prior to the event. Late cancellations may incur fees (related to services such as catering or rentals) or impact future reservation privileges.

The University may reassign or revoke non-contracted reservations due to academic priorities, operational needs, safety concerns, or institutional necessity. Reasonable alternative accommodations will be provided when possible.

Confirmed student events may be reassigned or displaced for high-priority institutional events as determined by CSE in consultation with Student Affairs and any affected Final Space Approver. When possible, CSE will provide reasonable alternate space, date, or setup options.

Confirmed external contracts shall not be displaced by later internal requests except in cases of safety, legal or compliance concern, emergency, force majeure, client default, or as otherwise permitted by the applicable contract.

Institutional blackout dates and priority holds are not confirmed event reservations unless CSE designates them as such, but they restrict availability and may prevent external or internal bookings during the affected period.

9. Special-Use Areas

Certain campus spaces have additional approval requirements, restrictions, operating rules, or procedures because of their primary use, operational complexity, access controls, safety requirements, equipment, staffing needs, or impact on students and campus operations.

Special-use areas must be reserved and used in accordance with this policy and any applicable appendix, space-specific policy, or operating rule. In the event of a conflict, the more specific space-use rule or operating procedure applies, unless CSE approves an exception in consultation with the applicable Final Space Approver.

The 16th Floor Event Space is governed by the 16th Floor Event Space Policy, attached as Appendix A. Additional special-use area rules are included in Appendix B: [Special-Use Areas](#).

10. Academic Use of Event Space

Event spaces are primarily intended for meetings, programs, institutional events, and approved external use. However, when classroom inventory is insufficient during peak academic periods, event spaces may be assigned for academic courses as a last resort. Such use must be coordinated by the Registrar's Office in consultation with CSE and any applicable Final Space Approver.

Academic use of event space should be limited to situations where no appropriate classroom space is available and should take into account existing reservations, room setup, technology needs, event commitments, staffing, and reset requirements. Confirmed external contracts shall not be displaced for academic use except as permitted by this policy or the applicable contract.

11. Classroom Use (Non-Course Events)

1. Registrar releases surplus classrooms **after** academic scheduling locks each term.
2. Furniture must remain in the existing layout; only catering tables may be added.
3. Classrooms are unavailable on University holidays when the campus is closed.

12. Tabling

1. Reserve via 25Live; limit **two reservations per group per week**.
2. One six-foot table and two chairs provided by Facilities; do not relocate.
3. No amplified sound, aggressive solicitation, or overnight storage.
4. Recognized student organizations hosting external partners must provide on-site representation.
5. Non-University vendors are not allowed.

13. Student Organization Events

1. Submit event for approval in Campus Connect.
2. While pending, submit 25Live space requests.
3. Event is final only when *both* Campus Connect approval and 25Live confirmation are issued.
4. Student organizations may not act as proxies for external entities without CLE approval. Student organization events involving an External Group may be treated as co-sponsored external events and may be subject to external client procedures, fees, contracts, insurance requirements, and approval by Student Affairs, CSE, and any required Final Space Approver.

Confirmed student organization events may be reassigned or displaced only for high-priority institutional events as determined by CSE in consultation with Student Affairs and any affected Final Space Approver. Routine departmental, administrative, or convenience-based requests shall not be sufficient grounds to displace a confirmed student event.

14. Support Services & Event Close-Out

1. Requestors are responsible for coordinating all required event support services, including but not limited to [Catering](#), [Facilities](#), [IT/Media](#), [Public Safety](#), and [Parking](#). Unless a service provider requires an earlier deadline, requests for support services must be submitted no later than ten (10) business days before the event.
2. Each service provider may maintain its own procedures, forms, service deadlines, staffing requirements, menu/order deadlines, fee schedules, cancellation rules, and approval processes. Requestors are responsible for reviewing and complying with all applicable department-specific requirements in addition to this policy. Links to department-specific procedures may be included in this policy or maintained by the applicable service provider.
3. Failure to submit required service requests, approvals, orders, staffing requests, diagrams, counts, payment information, or other event details by the applicable deadline may result in denial of the requested service, limited service availability, additional fees, modification of the event setup, relocation, cancellation, or denial of the event. CSE, the applicable Final Space Approver, or the affected service provider may determine whether an event can proceed if required support services have not been secured.
4. Spaces must be returned to their original condition. Cleaning, reset, damage, staffing, security, or other direct costs may be charged to the sponsoring or hosting internal department, recognized student organization, tenant, COF partner, External Group, or co-sponsored External Group, as applicable.
5. Failure to comply with this section may also result in sanctions under Section 16, including loss of future booking privileges, event shutdown, security charges, cleaning or repair charges, and referral to Student Affairs, Human Resources, or another appropriate University office.

15. External Groups

15.1 Strategic External Revenue Events

External revenue-generating events are a strategic use of eligible University space when they are compatible with the University's mission, operational capacity, safety requirements, and space-specific restrictions. CSE may approve external client bookings up to one year in advance, subject to availability, institutional blackout dates, priority holds, restricted booking periods, contract requirements, insurance requirements, applicable fees, and approval by CSE and any required Final Space Approver.

External revenue events may be declined, conditioned, or limited if they interfere with protected primary uses, cannot be supported operationally, create unresolved safety or access concerns, or are inconsistent with University policies. External Groups must follow the University's external

client procedures unless the event is approved through a University-recognized sponsorship, partnership, or community engagement process authorized by CSE or the appropriate Responsible Office.

Once an external contract is fully executed, the contracted event shall not be displaced by a later internal request except in cases of safety, legal or compliance concern, emergency, force majeure, client default, or as otherwise permitted by the applicable contract.

External clients may not use spaces requiring passage through student or residential areas, except for approved overnight summer conference groups or contracted external groups using the 16th floor event space.

External Groups are responsible for applicable facility rental fees and direct costs, including but not limited to security, media/technology, catering, parking, staffing, cleaning, reset, and damage charges. Responsible Offices may require a written contract, deposit, certificate of insurance, or other documentation before confirming the event.

15.2 Co-Sponsored External Events

A co-sponsored external event is an event involving an External Group and a Simmons University department, office, academic unit, athletic program, or recognized student organization where the Simmons sponsor has a considerable role in planning, hosting, promoting, or delivering the event.

Co-sponsored external events must be aligned with the University's mission, values, and policies and must be approved by the appropriate University sponsor, CSE, and any required Final Space Approver.

Co-sponsorship may not be used to avoid external client procedures, fees, contracts, insurance requirements, approval processes, or space-use restrictions. An internal sponsor may not reserve space on behalf of an External Group unless the event has been reviewed and approved as a co-sponsored external event.

Co-sponsored external events must follow external client procedures unless CSE determines otherwise in writing. Requirements may include, but are not limited to:

1. Submission of a complete event request through the appropriate University process.
2. Identification of the Simmons sponsoring department, office, academic unit, athletic program, or recognized student organization.
3. Approval from the appropriate internal sponsor and any required Final Space Approver.
4. A written agreement or contract issued or approved by CSE or the appropriate Responsible Office.
5. Certificate of insurance and additional insured language when required.
6. Compliance with all safety, security, youth protection, accessibility, alcohol, catering, parking, signage, and event policies.
7. Payment of applicable facility rental fees, direct costs, staffing costs, security costs, cleaning/reset costs, damage charges, and other event-related expenses.

The Simmons sponsor must be actively involved in the event and may be required to have an authorized representative present for the duration of the event. CSE may determine that an event is not a true co-sponsored external event if the Simmons sponsor is not substantively involved or if the arrangement appears intended primarily to secure space, reduced fees, or access on behalf of an External Group.

Fees for Co-Sponsored External Events

Co-sponsored external events are subject to applicable fees and direct costs. Co-sponsorship does not automatically waive rental fees or other charges.

CSE, in consultation with the applicable Responsible Office or Final Space Approver, will determine the appropriate fee treatment for each co-sponsored external event. Fee treatment may include:

1. **Full external rate** when the event primarily benefits the External Group or is functionally an external rental.
2. **Reduced or co-sponsored rate** when the event substantially advances a University purpose and the Simmons sponsor is actively involved.
3. **Rental fee waiver** only when approved in advance by CSE and the appropriate University authority.
4. **Direct-cost-only billing** only when approved in advance and when the event clearly serves a University purpose.

Regardless of rental fee treatment, the sponsoring or hosting internal department, student group, or External Group is responsible for all direct costs associated with the event, including but not limited to security, crowd management, Facilities support, custodial services, furniture reset, technology/media support, catering, parking, equipment rental, cleaning, and damage repair.

If an External Group does not pay required fees or costs, the sponsoring internal department, office, or student group may be responsible for those charges. CSE may require an account number, deposit, written funding approval, or other payment guarantee before confirming the event.

15.3 Overnight Youth Programs & Insurance

1. External Groups with minors must comply with Massachusetts regulations and University Youth Protection Guidelines.
2. A minimum ratio of one chaperone for every fifteen minors is required, unless a stricter ratio is required by law, University policy, or the nature of the program.
3. Certificates of Insurance naming Simmons University as additional insured are due 15 business days before the event.

- Coverage	Minimum Limit
General Liability	USD 2 million per occurrence
Sexual Misconduct (if minors present)	USD 1 million
Additional Coverages	As required by Risk Management

16. Safety, Security & Compliance

1. **Occupancy Limits** – Requestor(s) must monitor attendance; events exceeding capacity may be terminated.
2. **Security Details** – Responsible Office and Public Safety determine need for police or security. Costs are billed to the External Group where appropriate.
3. **Open Flame & Hazardous Materials** – Prohibited without written approval from Facilities and CSE.
4. **Signage & Banners** – Nothing may be affixed to University property except in designated areas or with prior written approval from a Responsible Office.
5. **Noise** – Amplified sound requires prior approval and must not exceed Boston Municipal Code limits (≤ 70 dB daytime; ≤ 50 dB 23:00–07:00). This applies to inside and outside campus buildings. Approval is suspended during reading and exam periods.

17. Violations & Sanctions

Infraction

No-show or late cancellation

Excessive cleaning/damage

Policy non-compliance (e.g., capacity, noise)

Possible Sanctions

Loss of booking privileges up to one semester

Cleaning or repair charges; disciplinary referral to Student Affairs or HR

Event shutdown; security charges; referral to Student Affairs or HR

The CSE Director, Athletic Director, or Student Affairs designee may impose additional sanctions and/or revoke future reservation privileges. For External Groups, sanctions may include event termination, additional charges, loss of future booking privileges, contract remedies, or referral to Public Safety or other appropriate University offices.

18. Exception Authority

CSE may approve written exceptions to this policy only after consultation with the affected Final Space Approver and any University office whose operations, risk, or responsibilities are affected by the exception. Depending on the nature of the request, consultation may include Athletics & Recreation, Student Affairs/Residence Life, the Registrar's Office, Dining Services, Facilities, Public Safety, Risk Management, General Counsel, or senior University leadership.

Exceptions must be documented in writing and may not compromise safety, legal compliance, accessibility, contractual obligations, residential security, or the protected primary use of the space.

19. Appendices

Appendix A – [16th-Floor LLC Space Policy](#)

Appendix B – [Special Use Areas](#)

20. Related Policies

1. LLC Front Desk Operations Policy
2. Living & Learning Center (LLC) Quiet Hours & Event Noise Policy
3. [Minors on Campus Policy](#)
4. [Campus Access & Use Policy](#)
5. [Posting Policy](#)
6. [Drug & Alcohol Policy](#)
7. [Policy on Weapons](#)
8. [Student Event Policy](#)
9. [Student Protest and Demonstration Policy and Guidelines](#)
10. [Student Handbook](#)
11. [Environmental Health & Safety Policies](#)