

**REGULATIONS FOR USE OF SAN DIEGO STATE UNIVERSITY
BUILDINGS AND GROUNDS**

Updated: Spring 2018

**REGULATIONS FOR USE OF SAN DIEGO STATE UNIVERSITY
BUILDINGS AND GROUNDS**

San Diego State University serves as a vital educational, research, and cultural resource to the people and institutions of San Diego and Imperial counties. The regulations and procedures governing the physical use of the University are intended to inform students, faculty, staff, and campus guests of our substantial resources and how they can best be utilized within the context of the University's mission and service to the region.

These regulations are issued and delegated for implementation and enforcement pursuant to the authority of the President of San Diego State University for the general welfare of the campus.



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1/26/18

Date

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REGULATIONS FOR USE OF SAN DIEGO STATE UNIVERSITY BUILDINGS AND GROUNDS

1.0 Introduction

Regulations for Use of San Diego State University Buildings and Grounds (Regulations) have been developed to preserve the academic and research mission of the University and to protect campus safety and security. These Regulations conform to the campus Freedom of Expression Policy. Requests for use of campus buildings and grounds will not be denied based on content of any proposed speech or expression protected by law.

2.0 Authority

These regulations are issued under the authority of Title 5 of the California Code of Regulations, Sections 42350-42356 and 42402 and pursuant to the authority of the President of San Diego State University for the general welfare of the campus.

3.0 Delegation for Implementation and Enforcement

As authorized by Title 5 of the California Code of Regulations, Section 42350(f) the President of San Diego State University has delegated responsibility for the implementation and enforcement of these regulations to the following:

Student Life & Leadership, under the supervision of the Vice President for Student Affairs, shall be responsible for reservations and coordination of use of campus outdoor space. Inquiries about use of campus outdoor space should be directed to that office at 619-594-5221.

Business and Financial Affairs, under the supervision of the Vice President for Business and Financial Affairs, shall be responsible for all financial and contractual transactions involving the University, including rental or lease of campus facilities, parking, concessions, revenue-producing events, commercial transactions, events, and the sub-delegation of these responsibilities to auxiliary corporations. The Regulations for Use of Campus Buildings and Grounds are maintained by the Office of the Vice President for Business and Financial Affairs; general inquiries about use of campus buildings and grounds should be directed to that office at 619-594-6017.

Associated Students, under the supervision of the Executive Director for Associated Students, shall be responsible for physical operation of facilities leased by the University to the Associated Students, including Conrad Prebys Aztec Student Union (619-594-5278), Scripps Cottage (619-594-5278), Viejas Arena and Cal Coast Credit Union Open Air Theatre (619-594-0234), Aztec Recreation Center (619-594-0200), and the Aquaplex (619-594-7466). Inquiries about use or reservation of facilities leased to Associated Students should be directed to each facility.

Aztec Shops, Ltd., under the supervision of the Vice President for Business and Financial Affairs, shall be responsible for coordinating and monitoring on-campus commercial solicitation, commercial transactions, and the sale, service and consumption of alcohol at approved campus events. Inquiries about these activities should be directed to that office at 619-594-6954.

University Police shall be responsible for law enforcement, parking enforcement, vehicle access, drone (UAV) use approval, and campus security. Inquiries about campus safety and security, parking, drone (UAV) use, or vehicle access should be directed to that office at 619-594-1991.

Department of Environmental Health and Safety shall be responsible for enforcing campus environment, health, and safety requirements. Inquiries should be directed to that office at 619-594-6778.

Department of Facilities Services shall be responsible for the operation, maintenance, and repair of campus facilities, landscapes, grounds, and utility systems. Inquiries about these activities should be directed to that office at 619-594-4754.

Department of Risk Management shall assist with identifying and providing recommendations for managing risks to the campus, including special event insurance and use of waivers. Inquiries about risk management should be directed to that office at 619-594-5937.

4.0 Violations

Violation of these Regulations may constitute a misdemeanor pursuant to Education Code 89031 or in some instances a crime under the Penal Code. Enforcement of these regulations is under the auspices of the University President.

5.0 Complaints

5.1 Complaints regarding compliance with and enforcement of these Regulations related to **non-commercial activity** may be submitted in writing to Student Life & Leadership (Conrad Prebys Aztec Student Union, Room 210; 619-594-5221), attention Coordinator of Campus Non-commercial Activity.

5.2 Complaints regarding compliance with and enforcement of these Regulations related to **commercial activity** may be submitted in writing to Aztec Shops, LTD (East Commons, Room 201; 619-594-6954), attention Coordinator of Campus Commercial Activity.

5.3 Complaints related to freedom of expression activities not resolved by Student Life & Leadership, non-commercial activity coordinator shall be

directed to the University Senate Committee on Freedom of Expression (Administration Building, Room 221; 619-594-5320), attention Chair.

5.4 Complaints related to outdoor amplified sound shall be directed to Student Life & Leadership (Conrad Prebys Aztec Student Union, Room 210; 619-594-5221), attention Coordinator of Campus Non-commercial Activity or Athletics (619-594-3019), as applicable.

6.0 Time, Place, and Manner

Campus buildings and grounds may be used by students, faculty, staff and individuals and groups from the community in accordance with the following:

6.1 Time

6.1.1 Campus Buildings/Facilities: Monday through Friday during normal building hours (7 a.m. until 10:00 p.m.), unless special arrangements have been made in advance.

6.1.2 Campus Outdoor Space: No time restrictions for on-campus individuals or groups.

6.2 Place

6.2.1 Campus buildings and facilities available for use / rent are listed in **Appendix A**.

6.2.2 Campus outdoor space may be used with or without a reservation, *subject to the manner restrictions below*.

6.3 Manner

6.3.1 Reservations are required for use of campus buildings/facilities.

6.3.2 Reservations are not required for use of campus outdoor space unless a physical structure is present (i.e., tables, chairs, canopies, tents, a-frame signs) or vehicles, drones (UAV), or sound amplification equipment are to be used.

6.3.3 Use of campus outdoor space may not impede the free flow of foot traffic or block doorways, walkways, corridors, or fire lanes.

6.3.4 Priority for reserving campus buildings or facilities and outdoor space shall be given to members of the University community over the general public on a first come, first served basis.

6.3.5 Approval is required for all commercial solicitation on campus (see **10.0 Commercial Transactions, Commercial Solicitation, and Distribution of Commercial Materials**) other than the posting of advertising flyers on bulletin boards designated for public posting (see **11.0 Bulletin Boards**).

7.0 Reservation / Rental Process

7.1 Reservations for Use of Campus Facilities

Reservations for use or rental of campus facilities may be made by contacting the appropriate scheduling office. A list of available facilities is included in **Appendix A**.

7.1.1 Rental Rates and Costs of Use

Rental rates charged for use of campus facilities listed in Appendix A are in addition to the cost to open and close the facility, utilities, special set-ups, insurance, clean up and work done by SDSU staff. These expenses are charged to the user at actual cost to the University, as further detailed in the license agreement.

7.1.2 Facility Capacities

The User/Licensee shall be responsible for adhering to officially approved facility capacities.

7.1.3 Liability

The User/Licensee shall be liable for any damages to University property due to user/licensee's misconduct or negligence. For information on special event insurance requirements, contact SDSU Risk Management at 619-594-5937.

7.1.4 Confirmation of Reservations

Prior to confirming a reservation for a campus facility, the appropriate scheduling office must verify that the following requirements have been met:

7.1.4.1 The scheduling office shall determine the availability of the facility and execute a written use/license agreement.

7.1.4.2 The scheduling office shall verify the requesting party has arranged for **parking or vehicle access**, as applicable, through **Parking Services (619-594-6771)**.

7.1.4.3 The scheduling office shall verify the requesting party has arranged for **special event insurance**, as applicable, through **Risk Management (619-594-5937)**.

- 7.1.4.4 The scheduling office shall verify the requesting party has arranged for **security**, as applicable, through **University Police (619-594-3424)**.
- 7.1.4.5 The scheduling office shall verify the requesting party has arranged for **food permits, State Fire Marshal special event permits, or similar approvals**, as applicable, through **Environmental Health and Safety (619-594-6778)**.
- 7.1.4.6 The scheduling office shall verify the requesting party has arranged for **electrical use, trash pickup or similar services**, as applicable, through **Facilities Services (619-594-4754)**.

7.2 Reservations for Use of Campus Grounds/Outdoor Space

Reservations for use of campus grounds/outdoor space are not required unless tables, chairs, canopies, tents, a-frame signs, vehicles, drones (UAV), or sound amplification equipment are to be used.

When required, reservations shall be made through Student Life & Leadership, Conrad Prebys Aztec Student Union, Room 210 (619-594-5221).

7.2.1 Approval Process

Requests to use tables, chairs, canopies, tents, a-frame signs, vehicles, drones (UAV), or sound amplification equipment in campus outdoor space will be approved on a space available basis through the outdoor space reservation process.

7.2.1.1 The University does not provide tables, chairs, canopies, tents, vehicles or sound amplification equipment for use on campus grounds or in campus outdoor space. Such equipment must be provided by the event/activity sponsor.

7.2.1.2 Outdoor space reservations for off-campus, non-commercial groups are limited to no more than four days per month and may be limited to less time if space is not available (see **6.3.4**).

7.2.2 Liability

The User/Reserving party of campus outdoor space shall be liable for any damages to University property due to user/licensee's misconduct or negligence. For information on special event insurance requirements, contact SDSU Risk Management at 619-594-5937.

7.2.3 Confirmation of Reservations

Prior to confirming a reservation for use of campus outdoor space, Student Life & Leadership must verify that the following requirements have been met:

- 7.2.3.1 Student Life & Leadership shall determine the availability of the outdoor space and issue a permit.
- 7.2.3.2 Student Life & Leadership shall verify the requesting party has arranged for **parking or vehicle access**, as applicable, through **Parking Services (619-594-6771)**.
- 7.2.3.3 Student Life & Leadership shall verify the requesting party has been granted approval for **use of drones (UAV)** from **University Police (619-594-1991)**.
- 7.2.3.4 Student Life & Leadership shall verify the requesting party has arranged for **special event insurance**, as applicable, through **Risk Management (619-594-5937)**.
- 7.2.3.5 Student Life & Leadership shall verify the requesting party has arranged for **security**, as applicable, through **University Police (619-594-3424)**.
- 7.2.3.6 Student Life & Leadership shall verify the requesting party has arranged for **food permits, State Fire Marshal special event permits, or similar approvals**, as applicable, through **Environmental Health and Safety (619-594-6778)**.
- 7.2.3.7 Student Life & Leadership shall verify the requesting party has arranged for **electrical use, sprinkler turn-off, trash pickup or similar services**, as applicable, through **Facilities Services (619-594-4754)**.

8.0 Sound Amplification

Use of amplified sound in outdoor space is restricted and must be approved in advance in order to preserve the academic and research mission of the University.

8.1 Amplified sound is permitted in designated campus outdoor locations from noon to 1:00 p.m., Monday through Friday; in the Cal Coast Credit Union Open Air Theatre and on the Oggi's Patio per pre-approved guidelines; and at Athletics events. For a list of designated campus outdoor locations see **Appendix B**.

8.2 Amplified sound permissible levels are as follows:

8.2.1 90 decibels when measured 50 feet from the sound source.

8.2.2 65 decibels when measured from inside the nearest classroom or office.

8.3 Requests for exception to the permitted time, locations and/or type of sound amplification may be submitted for consideration with a reservation request for use of outdoor space through Student Life & Leadership (Conrad Prebys Aztec Student Union, Room 210, 619-594-5221) and will be considered on a case by case basis.

8.3.1 Requests for Amplified Sound at events that contribute to the overall quality of campus life may be approved. Examples of these events are Aztec Nights and Green Fest.

8.3.2 The type of sound requested and the proximity of the location to classrooms, outdoor instructional area, and residential halls will be taken into consideration before any exception is granted.

8.3.3 Approval by the Vice President for Business and Financial Affairs is required.

8.4 Approval Process

8.4.1 Requests for Use of Amplified Sound in Campus Outdoor Spaces

Requests for use of amplified sound in any campus outdoor space are to be submitted with a reservation request for use of campus outdoor space through Student Life & Leadership located in Conrad Prebys Aztec Student Union, Room 210 (619-594-5221).

8.4.2 No approval for use of Amplified Sound will be granted during Final Examination periods.

8.5 Sound Amplification Equipment

The University does not provide sound amplification equipment. Such equipment must be provided by the event/activity sponsor and used in compliance with the regulations.

8.6 Noise Complaints

Complaints regarding outdoor amplified sound should be directed to Student Life & Leadership (619-594-5221) or Athletics (619-594-3019), as applicable.

8.6.1 Upon receipt of a complaint about amplified sound, Student Life & Leadership or Athletics shall verify that the amplification sound level complies with standards in **8.2**.

8.6.2 If the sound level exceeds the standards, the sound amplification shall be immediately reduced to a level in accordance with the above or the amplification may be turned off.

8.6.2.1 Environmental Health & Safety will assist Student Life & Leadership or Athletics in regulating sound levels according to the above standards from microphones permitted in all other outdoor spaces.

8.6.3 Noise complaints received by University Police will be directed to Student Life & Leadership or Athletics, as applicable, for regulating in accordance with the permissible decibel levels stated in **8.2**.

8.6.4 A representative from the organization requesting the sound amplification in campus outdoor space must be available throughout the event to respond to requests from Student Life & Leadership or Athletics should complaints be received about sound amplification.

9.0 Sale or Distribution of Non-Commercial Published Materials

9.1 Sale or distribution by individuals of non-commercial printed materials, including but not limited to books, newspapers, magazines, pamphlets, handbills, flyers, or similar published materials is permitted on campus, provided:

9.1.1 sale or distribution of materials does not disrupt academic instruction;

9.1.2 sale or distribution of materials does not obstruct the free flow of pedestrian or vehicular traffic;

9.1.3 distribution of materials is not in or on unoccupied vehicles parked on campus;

9.1.4 distribution of materials is not accomplished by throwing or casting about the materials;

9.1.5 distribution of materials is not accomplished by leaving unattended materials in piles, boxes, open racks, or existing enclosed racks identified as reserved for other uses;

9.1.6 distribution of materials is not accomplished by affixing such materials to trash cans, fences, poles, or buildings, or inserting into trash can lids;

9.1.7 the published materials displayed or offered for sale are not

available for sale at the campus bookstore;

9.1.8 the published materials displayed or offered for sale are not in violation of the provisions of Chapter 7.5, Title 9, Part 1 (commencing with Section 311) of the Penal Code relating to the sale and distribution of obscene matter; and

9.1.9 the published materials displayed or offered for sale are not in violation of the provisions of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code relating to the preparation, sale and distribution of term papers, theses and other materials to be submitted for academic credit.

9.2 Reservations for sale or distribution of non-commercial published materials are not required unless tables, chairs, canopies, vehicles or sound amplification equipment are to be used (see **7.2 Reservations for Use of Campus Grounds/Outdoor Space** and **8.0 Sound Amplification**).

9.3 The University makes space available for the placement of vending equipment and enclosed racks for the distribution of printed materials, subject to the following place and manner restrictions:

9.3.1 Place

Vending equipment and enclosed racks for printed materials may only be placed on campus at the locations listed in **Appendix C**.

9.3.2 Manner

9.3.2.1 A permit is required to place vending equipment or enclosed racks on campus. An application to place a publication rack may be obtained by contacting Aztec Shops Program and Outside Vendors Administrator at 619-594-7502. Permits are granted on a space-available basis and are subject to the provisions of **9.1**, above. Please allow 30 days for application processing.

9.3.2.2 The University may remove publication racks that appear to have been unattended for more than 60 days.

10.0 Commercial Transactions, Commercial Solicitation, and Distribution of Commercial Materials

10.1 Commercial transactions, commercial solicitation, or distribution of advertising, including but not limited to product samples, coupons and flyers, on campus is prohibited except with written permission (5 CCR § 42350.1 et seq.).

10.2 An "Application for Permit to Engage in Commercial Solicitation" may be obtained by contacting Aztec Shops Program and Outside Vendors Administrator at 619-594-7502. Please allow 10 days for application processing.

10.3 Applications for permits that do not support the educational objectives of the campus will be rejected.

10.4 Applications for permits that violate existing campus commercial contracts will be rejected.

10.5 Applications for permits are granted subject to the following time, place and manner restrictions:

10.5.1 Time

7 a.m. to 7 p.m. Monday through Friday. Permits are granted for up to four days during each month.

10.5.2 Place

Locations on campus available for commercial solicitation or distribution of commercial materials are located in **Appendix D**.

10.5.3 Manner

10.5.3.1 No more than two individuals shall be permitted per location.

10.5.3.2 Under no circumstances shall materials be left in piles, boxes or existing distribution racks nor shall they be affixed to trash cans, fences, poles, or buildings, or inserting into trash can lids.

10.5.3.3 Distribution of advertising that contains false, misleading or illegal advertising is prohibited.

10.5.3.4 Sites available to marketers of student credit cards are limited and marketers are prohibited from offering gifts to students for filling out student credit card applications (5 CCR § 42350.6 (b)).

10.6 This section does not apply to private sales or the sale of non-commercial published materials which are governed by **Section 9.0**.

11.0 Bulletin Boards

11.1 Bulletin Boards for Public Posting

Designated campus bulletin boards are available for non-commercial and commercial public posting by individuals subject to the below space and time priorities. Available public bulletin boards are listed in **Appendix E**.

- 11.1.1 All postings shall be marked with the date of posting. Postings not dated or postdated are subject to removal at any time. If dated, they may be removed seven calendar days after posting.
- 11.1.2 All postings exceeding 14" x 28" in size are subject to removal at any time.
- 11.1.3 Duplicate copies of a posting on the same bulletin board are subject to removal at any time.

11.2 Bulletin Boards for On-Campus Sponsored Events

Designated campus bulletin boards in the Conrad Prebys Aztec Student Union, south side of the 1st, 2nd, and 3rd floor elevator vestibules are available for posting information about on-campus sponsored events.

- 11.2.1 No commercial solicitation is permitted.
- 11.2.2 All postings must be approved by the Student Union Information Center.
- 11.2.3 Approved postings will be allowed for 14 days and must contain the following information: date, time, location, sponsoring organization, and contact information (Website and/or phone number).
 - 11.2.3.1 Only push pins may be used for posting.
 - 11.2.3.2 Flyers attached with staple and thumb tacks will be removed.
 - 11.2.3.3 Unapproved and expired flyers will be removed.
- 11.2.4 Postings may be no larger than 11" x 17" and only one posting per board per event.

11.3 Removal of postings on bulletin boards, other than by the posting party or University personnel acting pursuant to their duties is prohibited unless the posting has been posted for seven calendar days or announces an event which has passed.

11.4 No posting is permitted inside Love Library.

12.0 Banners and Signs

12.1 Banners

Banner posting is limited to the locations listed in **Appendix F**.

- 12.1.1 Banners must not be larger than 3' tall x 10' wide;
- 12.1.2 Banners must be posted with painters tape;
- 12.1.3 Banners shall be marked with the date of posting;
- 12.1.4 Banners not removed by the poster either within 24 hours of the event or activity or seven (7) calendar days after posting will be removed by Facilities Services employees;

12.1.5 No posting of commercial banners is permitted.

12.2 Signs

12.2.1 A-frame signs no larger than 24" wide x 48" tall are permitted to publicize special events or programs on campus, subject to the following place and manner restrictions:

- 12.2.1.1** signs must be placed on the side of pathways and sidewalks and not on the grass;
- 12.2.1.2** signs may not block the entrance to any building;
- 12.2.1.3** signs are not permitted in the Library Quad area;
- 12.2.1.4** signs are not permitted in the Conrad Prebys Aztec Student Union without advance approval;
- 12.2.1.5** signs are permitted to be set up two weeks prior to an event;
- 12.2.1.6** signs are to be removed within 24 hours after an event ends;
- 12.2.1.7** no commercial signage permitted.

12.2.2 Student election signs may be placed throughout campus, subject to the guidelines in the Associated Students Elections Code (contact the Associated Student Governmental Affairs Office at 619-594-6555 for additional information).

12.2.3 For safety reasons, staked signs are not permitted at any time inside campus facilities. Participants in outdoor demonstrations, rallies, picket lines, or public assemblies shall not carry or possess any metal stake, club, or pipe, or any length of lumber, wood, or lath, unless that wooden object is ¼" or less in thickness and 2" or less in width. If not generally rectangular in shape, such wooden object shall not exceed ½" in its thickest dimension (§ 53.30, San Diego Municipal Code).

13.0 Chalking

Locations where chalking is permitted are listed in **Appendix G**.

13.1 Chalking is not allowed on buildings.

13.2 Chalking is not allowed by commercial entities.

14.0 Film Shoots

14.1 Commercial

Filming for commercial purposes requires advance written approval and is subject to additional requirements. For information, contact Business and Financial Affairs, Business Services at 619-594-8339 or 619-594-6114 (Business Services, Room 130C).

14.2 News Media

All requests for news coverage should be coordinated through University Relations and Development, Marketing and Communications at 619-594-5204.

14.3 Academic Programs

Approval is not required for filming or photography that is part of University academic programs in public areas where health and safety and the academic mission are not compromised.

14.3.1 Reservations for campus outdoor space or facilities may be required.

14.3.2 Risk Management review may also be required.

15.0 Parking and Vehicles

15.1 Access to parking and permission to drive vehicles on campus should be coordinated through Parking and Transportation Services.

15.2 Information related to parking availability, permits, and regulations is located online at bfa.sdsu.edu/campus/parkingtrans/ or by calling Parking and Transportation Services at 619-594-6671.

16.0 Bicycles, Skateboards, Roller Skates, Hover Boards, Motor Scooters, Motorbikes, Motorcycles, and Carts

16.1 Bicycles may only be operated on streets and designated paths. In other locations, bicyclists shall walk their bicycles.

16.1.1 All bicycles on campus shall properly display a valid SDSU Bicycle license issued by University Police. Unregistered bicycles may be impounded.

16.1.2 Bicycles shall be parked only in designated stands and areas. Bicycles attached to railings or other fixtures not designated for bicycle parking are subject to removal and impound.

16.2 Skateboards, roller skates, and similar personal wheeled conveyances may only be operated on designated bike paths, Aztec Circle Drive, Hilltop Way, Scripps Terrace, and Avenue of Arts. In other locations, skateboards or similar wheeled conveyances must be walked.

16.3 Hover boards are not permitted in residence halls and may not be operated in university buildings.

16.4 In no case shall bicycles, skateboards, roller skates, or similar personal wheeled conveyances be permitted, operated, parked or locked on

ramps for disabled access. Individuals shall walk their bicycles, skateboards, or similar wheeled conveyance on any disabled access ramp.

16.5 Pedestrians shall have right of way at all times. Pedestrians are defined as an individual walking or those who are disabled.

16.5.1 Bicycles are expected to yield to all pedestrians.

16.5.2 Skateboards, roller skates, and similar personal wheeled conveyances are expected to yield to all pedestrians, bicycles, wheelchairs, and motorized vehicles.

16.6 An 8 miles per hour speed limit shall be observed, except for bicycles riding on curbed streets.

16.7 Motor scooters, motorbikes, and motorcycles shall be operated only on curbed streets and vehicular thoroughfares. They shall not be ridden or walked elsewhere on campus, but shall be parked in areas designated for motorcycles and not in bicycle stands or in areas designated for bicycles.

16.8 Motorized and non-motorized carts, trucks, or dollies approved for operation on campus and only officially permitted motor vehicles shall not be operated in the designated bike/skateboard paths.

16.9 These prohibitions shall not apply to persons in wheelchairs, to children in carriages or strollers, or to persons using a motorized or non-motorized conveyance as an approved ADA accommodation.

16.10 These prohibitions shall be enforced in accordance with San Diego State University Public Safety Code Sec. 100, California Vehicle Code, sec. 21113(f), and California Education Code 89031.

16.10.1 Violators may be cited for violations of California Education Code 89031.

16.10.2 In addition to citations, student violations will be forwarded to the Center for Student Rights and Responsibilities for administrative review.

17.0 Camping

Camping on SDSU property is prohibited without written permission of the University.

17.1 Camping is defined as the use of campus property for living accommodation purposes such as sleeping or making preparations to sleep (including the laying down of bedding for the purpose of sleeping); storing personal belongings; making fire; using tents, shelter or other structure or

vehicle for sleeping; digging or earth breaking; or carrying on cooking activities.

17.2 The above-listed activities constitute camping when it reasonably appears, in light of all the circumstances, the participants in conducting these activities are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging.

17.3 Reservations for use of campus grounds/outdoor space are required if tables, chairs, canopies, tents, a-frame signs, vehicles or sound amplification equipment are to be used. Reservations shall be made through Student Life & Leadership, Conrad Prebys Aztec Student Union, Room 210 (619-594-5221).

17.4 Limitations on time allowed for camping may be established for safety and security reasons.

18.0 Exclusive Rights of Catering Services

SDSU Catering, a division of Aztec Shops, Ltd., has exclusive rights to all catering on the campus. For additional information, contact SDSU Catering at 619-594-7641.

19.0 Food and Beverage Protection

To ensure food and beverage safety, a food permit is required to serve, sell or distribute food and beverage to the general public at special events on campus.

19.1 Environmental Health and Safety is responsible for implementing and enforcing the California Food Code for the sale, service and distribution of food and beverage to the general public at special events on campus.

19.2 Campus policies and procedures for Food Sale, Service and Safety may be obtained from Environmental Health and Safety at bfa.sdsu.edu/ehs/sanitation/foodprotection.htm.

19.3 Temporary Food Facilities (Barbeques)

19.3.1 Barbeques are permitted with approval of Environmental Health and Safety (619-594-6778).

19.3.2 Barbeques are only permitted in designated campus locations.

19.3.3 An outdoor space reservation is required.

19.3.4 For a list of approved Temporary Food Facility (Barbeque) locations and reservation contacts, see **Appendix H**.

19.4 Mobile Food Facilities (Food Trucks)

19.4.1 Food trucks are permitted with approval of Aztec Shops Catering (619-594-7641) and Environmental Health and Safety (619-

594-6778).

19.4.2 An outdoor space reservation is required.

19.5 Gardens (Culinary and School/Departmental)

Gardens where produce is being harvested are not permitted on campus grounds without the approval of and registration with Environmental Health and Safety (619-594-6778).

19.6 A Food Permit Application may be obtained through Environmental Health and Safety at bfa.sdsu.edu/safety/ehs/environmentalhealth/food.aspx. Contact Environmental Health and Safety at 619-594-6965 for additional information.

19.5 All non-prepackaged food that is sold/served (including giving away for free) at public events on campus must be prepared on-site during the event or in a local enforcement agency (e.g., San Diego County Department of Environmental Health) permitted food facility.

20.0 Alcohol Sale, Service, or Consumption

20.1 Written approval is required for the sale, service, or distribution of alcohol on campus or other SDSU property, including facilities, outdoor space and regardless of whether the property is rented or leased for long- or short-term use.

20.2 Under an Operating Agreement with the University, Aztec Shops Ltd is responsible to the University and the State Alcoholic Beverage Commission for the proper sale, service and distribution of all alcoholic beverages on the campus.

20.3 Aztec Shops Ltd. holds all of the alcoholic beverage licenses on behalf of San Diego State University (with the exception of the Callexico and Brawley campuses) and is responsible to ensure the number of alcohol events per building is in compliance with the terms of the license.

20.4 The California Department of Alcohol Beverage Control requires at least a three-week turnaround time for approval and issuance of a permit to hold an event where alcohol is to be served; therefore, advanced planning is needed.

20.5 The campus Policy and Procedures for Sale, Service, and Consumption of Alcohol on Campus and the Alcohol Approval Request form are located on the SDSU Catering Web-site at sdsucatering.com or may be obtained from the Dining Services, Catering office located in East Commons, Lower Level (619-594-7641).

20.6 Approval by the appropriate vice president is also required.

21. Hazardous Materials

21.1 The University strongly discourages activities that involve the use of hazardous materials (solvents, fuels, lighter fluid, explosives, compressed gases, biohazards, or radioactive materials).

21.2 No such materials shall be brought on campus without the approval of Environmental Health and Safety.

21.3 If the use of such materials is deemed necessary to carry out the instructional and research programs of the University or during special events, contact Environmental Health and Safety at 619-594-6778 for approval and appropriate storage, handling, and disposal requirements.

22. Asbestos

Campus facility users shall not disturb or in any way modify the walls, finishes, ceilings, or structure of any building or facilities without prior approval of Facilities Services and Environmental Health and Safety Department. (While asbestos is not a hazard if left undisturbed, a health hazard can be created if these materials are disturbed and fibers are released into the air.)

23. Electrical and Fire and Life Safety

Campus facility users shall maintain compliance with electrical and fire and life safety requirements as specified in Cal/OSHA regulations and the California Electrical, Fire, and Building Codes. Questions regarding Electrical, Fire and Life Safety should be directed to Environmental Health and Safety at 619-594-6778.

23.1 As part of the campus approval process for special events, an event planner may be required to submit a **Special Event Application and Permit** form along with all required documentation including an event diagram for review and approval by the State Fire Marshal. Please contact Environmental Health and Safety (619-594-6778) regarding this process.

23.2 Portable, prefabricated or site built structures are prohibited without approval from the State Fire Marshal.

23.3 Fireworks and other performances or special event activities involving fire are prohibited unless approval is obtained from the State Fire Marshal.

24.0 Sanitation

24.1 Persons using campus buildings and grounds including facilities such as restrooms, swimming pools, and residence halls shall maintain these facilities in clean and sanitary condition.

24.2 Additional cleaning and waste disposal costs will be charged to the

party who reserved the facility/grounds if areas or facilities are left unclean or unsanitary.

24.3 Persons with infectious diseases or open wounds shall not use campus swimming pools.

25.0 Smoking and Tobacco Products

25.1 SDSU is completely smoke-free. The SDSU Smoke-Free Policy may be found at smokefree.sdsu.edu.

25.2 The distribution of free samples of tobacco products is prohibited.

25.2.1 No tobacco-related advertising or sponsorship shall be permitted on SDSU property, at college-sponsored events or in publications produced by SDSU, with the exception of advertising in a newspaper or magazine that is not produced by SDSU and which is lawfully sold, bought or distributed on campus property.

25.2.2 For purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

25.3 Smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, or oral tobacco (spit and spitless, smokeless, chew, snuff).

25.4 Violators may be cited under California Education Code 89031.

26.0 Marijuana

26.1 Marijuana (both medical and non-medical) is not permitted on campus or in connection with any university related activity, with the exception of approved research where researcher has been issued a Schedule 1 DEA License.

26.2 Violators may be cited under California Education Code 89031.

27.0 Animals

It is the policy of San Diego State University to provide a safe environment for all students, employees, visitors, and guests by establishing and enforcing

regulations for animals on campus.

27.1 No person shall bring an animal onto the university campus unless the animal is secured to a leash no more than six (6) feet in length and in the hand of a person at all times.

27.2 Dumping of unwanted pets or animals on the campus is prohibited.

27.2.1 Feral cats located on campus are humanely cared for, i.e., trapped, neutered, released and/or adopted out, by a group of campus volunteers.

27.3 No animals are allowed in any of the buildings on campus with the exception of a service animal assisting individuals with disabilities as defined within the Americans with Disabilities Act and Americans with Disabilities Act Amendment Act. Service animals must be licensed in accordance with county regulations, wear a vaccination tag, and may not be disruptive.

27.4 Animals maintained for official instructional and/or approved research purposes are exempt from the above regulations.

27.5 All California state laws dealing with the care and humane treatment of animals are enforced on the campus by University Police.

28.0 Panhandling

Soliciting alms or begging in any public place or in any place open to the public on University property is prohibited (Penal Code Section 647(c)).

29.0 Use of Flagpoles

29.1 Flagpoles on campus displaying the American flag may also display the state flag of California. No other use of the flagpoles is permitted.

29.2 Recognized student organizations and other university-affiliated organizations may fly flags at the Conrad Prebys Aztec Student Union.

29.2.1 Reservations are required.

29.2.2 Reservations shall be made through Student Life & Leadership, Conrad Prebys Aztec Student Union, Room 210 (619-594-5221).

30.0 Use of Drones (Unmanned Aerial Vehicles or UAV)

30.1 Definition

For the purpose of these regulations, drones (UAV) are defined as any unmanned aircraft that is guided by remote control or pre-programmed onboard computer.

30.2 On Campus Use

30.2.1 The use or flying of drones (UAV) on campus is currently prohibited without prior campus registration and approval.

30.2.2 Drones (UAV) approved for use may only be flown in designated campus outdoor locations. For a list of designated campus outdoor locations see **Appendix I**.

30.2.3 Drones (UAV) approved to be flown on campus will be subject to flight height restrictions.

30.2.4 The unauthorized operation of drones (UAV) on campus may subject the operator to federal penalties and/or campus discipline process.

30.3 Approval Process

30.3.1 Requests for use of drones (UAV) in campus outdoor space must be approved in advance by the Director of Emergency Services or University Police to ensure legal and safe operation.

30.3.2 Requests for use of drones on campus will not be considered for approval until registration, outdoor space reservation, and safety and insurance requirements, as applicable, have been met.

30.3.3 All drone (UAV) flights on campus must be in compliance with current FAA requirements (COA, 333 Exemption, Part 107, etc.) and all campus requirements. To obtain a permit to fly on campus visit the campus AirMap site at <https://www.airmap.com/sign-in>.

30.4 Outdoor Space Reservation

Requests for use of drones (UAV) in campus outdoor space are to be submitted with a reservation request for use of campus outdoor space through Student Life & Leadership located in Conrad Prebys Aztec Student Union, Room 210 (619-594-5221).

30.5 Insurance Requirements

30.5.1 University and SDSU auxiliary organization owned or hired drones (up to 55 pounds total weight including all onboard equipment and operated for non-commercial purpose only) are covered automatically with Aviation Liability by the university.

30.5.2 Hull insurance to coverage loss or physical damage to the drone and all onboard equipment is not covered by the university. Campus departments may purchase hull coverage through Risk Management, 619-594-5937.

30.5.3 Operators of non-university owned drones must show evidence of aviation liability insurance.

31.0 Notice and Availability of Regulations

Notice of the existence of these regulations is posted at entrances to the campus pursuant to 5 CCR § 42354. A copy of these regulations is available at the following campus locations and on the University's website at bfa.sdsu.edu/safety/riskmanagement/campus-activities/:

- University Information Booth (Conrad Prebys Aztec Student Union)
- Associated Students (Conrad Prebys Aztec Student Union, Room 320)
- Athletics Department (Fowler Athletics Center, 4th floor)
- Aztec Shops Ltd (East Commons, Room 201)
- Business and Financial Affairs (Administration Building, Room 320)
- University Police (55th Street and Remington Road)
- Environmental Health & Safety (Hardy Tower, Room 58)
- Facilities Services (Aztec Circle Drive)
- Business Services (Canyon Crest Drive)
- Student Life & Leadership (Conrad Prebys Aztec Student Union, Room 210)

APPENDIX A

SAN DIEGO STATE UNIVERSITY FACILITIES

A.1 Classrooms and Auditoriums

University classrooms and auditoriums may be reserved for use, subject to availability. Rooms must be reserved at least two weeks in advance. No rooms are available during the first five weeks of each semester, final examination periods, and Commencement weekend. Food and drink are not permitted in classroom or auditorium facilities at any time, and the sponsoring group must clean and restore the room to its original condition or will be charged the University's cost of cleaning and restoration.

Reservations for **SDSU faculty and staff** may be made through Enrollment Services by completing the Classroom Request Form at arweb.sdsu.edu/es/classroom/.

SDSU students or student organizations must first contact Student Life & Leadership at 619-594-5221.

Reservations for **off campus individuals and groups** may be made through Business Services at 619-594-8339.

A.2 Specialized Facilities

The following facilities are managed by the Associated Students and operated under separate facility use policies, procedures and fees. Contact each facility directly for information:

Viejas Arena - (619-594-0234)

Cal Coast Credit Union Open Air Theatre - (619-594-0234)

Conrad Prebys Aztec Student Union - <https://as.sdsu.edu/union> (619-594-5278)

Scripps Cottage and Patio – <https://as.sdsu.edu/union> (619-594-5278)

Mission Bay Aquatic Center - <https://www.mbaquaticcenter.com/> (858-488-1000)

Aztec Recreation Center – <https://arc.sdsu.edu/> (619-594-0200)

Aquaplex – <https://arc.sdsu.edu/aquaplex/> (619-594-7466)

Recreation Field – <https://arc.sdsu.edu/recfield/> (619-594-3536)

A.3 Additional campus facilities, subject to availability, rental and cleaning fees, and insurance requirements, may also be contracted for use.

East Commons. East Commons may be reserved for meetings and events on a fee basis. Inquiries should be directed to SDSU Catering at 619-594-7641.

Faculty-Staff Club. Faculty-Staff Club may be reserved for meetings and events. Inquiries should be directed to the Faculty-Staff Club at 619-594-5178.

International Students Center. The International Students Center may be reserved by calling 619-594-1982.

A.4 Sports Facilities

Sports facilities, subject to availability, rental, cleaning and utility fees, and insurance requirements, may also be contracted for use. Certain facilities may have specialized constraints, i.e., wooden flooring in Peterson Gym, and may not be appropriate for certain activities. Below is a list of facilities which may be available:

Reservations for **SDSU faculty and staff** may be made through Enrollment Services by completing the Classroom Request Form at arweb.sdsu.edu/es/classroom/.

SDSU students or student organizations must first contact Student Life & Leadership at 619-594-5221.

Reservations for **off campus individuals and groups** may be made through Business Services at 619-594-8339.

Outdoor Facilities

Middle Field (PG 610; synthetic turf)

Soccer Field (PG 620; synthetic turf)

Women's Softball Field (PG 680)

Tennis Center (PG 690)

Multi-purpose Field (ENS 700)

Tony Gwynn Stadium (PG 630)

Campus Green (field adjacent to South Campus Plaza)

Indoor Facilities

Main Gym (PG 152)

Racquetball (PG 180)

A.5 Performing Arts Facilities

Performing Arts facilities may be rented under special conditions only, subject to rental, cleaning and utility fees and insurance requirements. All co-sponsored events must have a department faculty member present at all times. Below is a list of facilities which may be available. Reservations and additional information may be obtained by calling the appropriate department.

Don Powell Theatre (School of Theatre, Television and Film, 619-594-6345)

Smith Music Recital Hall (School of Music and Dance, 619-594-6060)

Music Rehearsal Rooms (School of Music and Dance, 619-594-6060)

APPENDIX B

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR AMPLIFIED SOUND

B.1	Conrad Prebys Aztec Student Union	
	Lee and Frank Goldberg Courtyard	band, DJ system, amplifier, iPod dock, bullhorn, musical instruments, microphone
	North Grand Entry, 3 rd Floor Terrace, Flagpole, North West Patio	iPod dock, microphone
B.2	Campanile Walkway (flagpole)	iPod dock, musical instruments, microphone
B.3	Scripps Cottage (patio)	iPod dock, musical instruments, microphone
B.4	North Centennial Mall (northeast side)	microphone only
B.5	South Campus Plaza (lawn)	iPod dock, musical instruments, microphone

Amplified sound is also permitted at the following campus locations:

B.5	Athletics Facilities	amplifier, microphone
B.6	Cal Coast Credit Union Open Air Theatre	per pre-established guidelines
B.7	Oggi's Patio	per pre-established guidelines

APPENDIX C

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR PLACEMENT OF ENCLOSED PUBLICATION RACKS

(PERMIT REQUIRED)

- C.1 East Commons (southeast side)
- C.2 West Commons (east side)
- C.3 Transit Center (southeast end of sidewalk)
- C.4 Gateway/Calpulli Center (south side of Calpulli Center)
- C.5 Education and Business Administration Building (south side)
- C.6 Art Building (between Rooms 574 and 576)
- C.7 Parking Structure 5 (adjacent to north side of 55th Street entrance)

APPENDIX D

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR COMMERCIAL SOLICITATION AND DISTRIBUTION

(PERMIT REQUIRED)

- | | | |
|-----|---|---|
| D.1 | South Centennial Mall | adjacent to the steps leading to the Conrad Prebys Aztec Student Union |
| D.2 | Footbridge Connecting Parking Structure 4 to West Commons | on or directly adjacent to |
| D.3 | Education and Business Administration Building | adjacent to the north doors |
| D.4 | Aztec Walk near 55 th Street | <i>not available two hours before, during, or two hours after Viejas Arena events</i> |

APPENDIX E

SAN DIEGO STATE UNIVERSITY DESIGNATED BULLETIN BOARDS FOR PUBLIC POSTING

- E.1 Education and Business Building (exterior, south end)
- E.2 SDSU Bookstore (exterior, sound end)
- E.3 Olmeca Hall / Residence Hall Plaza (exterior, north end)
- E.4 Adams Humanities (exterior)

DESIGNATED BULLETIN BOARD FOR ON-CAMPUS SPONSORED EVENTS IN THE CONRAD PREBYS AZTEC STUDENT UNION

- E.5 Conrad Prebys Aztec Student Union, south side of the 1st, 2nd, and 3rd floor elevator vestibules (advance approval required)

APPENDIX F

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR BANNERS

- F.1 Administration Building Retaining Wall (south end)
- F.2 Music Building (east wall)
- F.3 West Commons (north wall)

APPENDIX G

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR CHALKING

- G.1 Open Air Theatre Walkway
- G.2 Conrad Prebys Aztec Student Union Chalkboard (1st floor)

APPENDIX H

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR TEMPORARY FOOD FACILITIES (BARBEQUES)

(Outdoor Space Reservation Required)

- | | | |
|-----|---|--|
| H.1 | North Campanile Walkway (east of the flag pole at the top of the steps) | contact Student Life and Leadership (619-594-5221) for space reservation |
| H.2 | Scripps Patio (one BBQ only) | contact Associated Students Union Programs and Services (619-594-5278) for space reservation |

APPENDIX I

SAN DIEGO STATE UNIVERSITY DESIGNATED LOCATIONS FOR DRONE (UAV) USE

(OUTDOOR SPACE RESERVATION REQUIRED)

- I.1 Multi-purpose Field (ENS 700) contact Student Life and Leadership (619-594-5221) for space reservation
- I.2 Recreation Field (north of PS 12) contact Associated Students, Aztec Recreation (619-594-3536) for space reservation