UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	PRM-1006	**Policy Title:**	University Forum Policy
Effective:	02/15/2025	**Responsible Office:**	Office of Events, Conferences & Support Services
Date Approved:	02/08/2025	**Approval:**	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	Pre-2010	**Responsible University Official:**	Sr. Associate VP for Campus Operations

PURPOSE:

The purpose of this policy is to specify the kinds of events that can take place in the University Forum and the related policies and processes.

SCOPE:

This policy applies to all uses of the University Forum by individuals and groups, regardless of their affiliation with the University.

INDEX:

PRM-1006.1..... Definitions

PRM-1006.2..... Policy

POLICY STATEMENT:

PRM-1006.1 – Definitions

Amplified Sound: sound that has been increased in energy or volume through the use of equipment, such as speakers, microphones, bullhorns, or sound systems

Sponsoring Group: the University department or unit, registered student organization, or external organization or individual that is scheduling, directly overseeing, and paying for an event.

University Space: All space owned or leased by the University, including both indoor and outdoor locations, is considered University space.

PRM-1006.2 – Policy

The University Forum is a circular gathering area located between the Tyler Haynes Commons, Cannon Memorial Chapel, Gottwald Science Center, and the Heilman Dining Center. This area may be used for a variety of programs and must be reserved for some uses as described in this policy.

The Forum must be reserved for events, classes or programs if one of the following applies:

- More than 20 people are expected to attend
- Food or beverages are being served
- Setup of tables, chairs, or other equipment is required
- AV, sound, and/or lighting equipment is needed

When a reservation is required, it is the sponsoring group's responsibility to request use of the space from Events, Conferences & Support Services (ECSS). All requests for the use of space in the Forum must adhere to *PRM-1002 University Events and Space Reservations Policy* and all other relevant University policies.

An inclement weather plan must be confirmed with ECSS either with another location or a cancellation plan for any reservation of space in the Forum.

Outside vendors are prohibited from selling or soliciting in the Forum. Only Registered Student Organizations may sell items in the Forum and only for Organization fundraisers.

Emergency egress must be maintained at all times. The exterior circle and the main walkway must remain clear for emergency vehicle access.

Groups wishing to stage a demonstration or peaceful assembly must be aware of their obligations and abide by the appropriate policies, including *SEC 2012 – Policy on Campus Protests and Demonstrations.*

In order to maximize use of the Forum area, more than one group may reserve space simultaneously in the Forum for purposes of tabling, pending approval from ECSS.

Forum Areas Available

The Forum includes the following areas, which may be reserved separately:

- Upper Forum & Lower Forum (reserved together)
- Quatrefoil
- Front Patio of the Gottwald Science Center
- Westhampton College Patio of the Tyler Haynes Commons

Additional Requirements

Amplified sound is allowed only on weekdays between 12 – 1 p.m. and between 5 - 11 p.m. and on weekends between 9 a.m. – 11 p.m., dependent upon on other events in the adjacent area. ECSS may adjust sound levels as deemed appropriate at any time.

The Forum may not be booked at the same time as an event happening in the Chapel or other adjacent areas due to noise concerns. However, the Forum may be reserved in conjunction with reservations in those other spaces for an event that will use multiple spaces.

Events on the Forum must conclude by 11 p.m.

The Forum is considered a dry area; alcohol will only be permitted in certain circumstances and to appropriate sponsoring groups. Requests for an exception to serve alcohol in the Forum must be made through ECSS.

If the press is invited to an event, University Communications must be notified at least 48 hours in advance or the event will be cancelled.

For safety reasons, no form of open fire, grilling, burning, or combustible material is allowed (see *PRM-1007 Outdoor Grill Use Policy)*.

Sponsoring groups are responsible for leaving the area in the condition it was found. Trash should be placed in trash bags/cans provided. All borrowed equipment must be returned to its proper location.

Vehicle access is prohibited in the Forum area. Use of the access road by the Chapel for delivery of equipment or other event-related items must be approved by ECSS as part of the event reservation.

Tents, event lighting, and sound or stage equipment, if needed, must be arranged by the sponsoring group through ECSS (see *FIN-4410 Tent and Equipment Rental Policy*).

Registered Student Organizations may reserve table space in the Forum between 9 a.m. - 3 p.m. Tables will be set up by ECSS and will not impede the main walkway. The maximum number of Registered Student Organizations on the Forum at the same time is three (3) with one table and two chairs each. Registered Student Organizations may not reserve the University Forum for more than five (5) consecutive days.

Freestanding installations other than approved tents as installed by the approved vendor may not be left overnight on the Forum. All materials must be removed by the end of the event reservation time at the end of every reservation.

RELATED POLICIES:

PRM-1005 – University Event Space and Reservations Policy

SEC 2012 – Policy on Campus Protests and Demonstrations

FIN-4410 – Tent and Event Equipment Rental

PRM-1007 – Outdoor Grill Use Policy

POLICY BACKGROUND:

Original policy was created before 2010. Policy was updated and reviewed by President's Cabinet in 2025 before being included in University Policy Library.

Non-substantive revisions made to update departments and titles on 12/03/2025

POLICY CONTACTS:

Director of Events, Conferences & Support Services