

Campus Use Rules

The campus grounds and buildings of the President and Fellows of Harvard College (Harvard University) are devoted to supporting the University's faculty, students, staff, affiliates and guests in fulfilling the University's teaching and research mission. Both to foster the well-being of community members and to preserve these resources for future generations, the University has an obligation to adopt rules and policies that simultaneously protect and facilitate the use of the University's private property. Stewardship of the campus is delegated by the President and Fellows to individual schools and select non-School based units. Each year the University and its Schools host thousands of events, programs, and other activities to ensure a vibrant intellectual community and further advance our educational mission. Given the volume and complexity of the demands on campus resources, there are policies to manage the use of all University spaces.

The purpose of this document is to establish a common set of such University rules for campus space use. These Campus Use Rules are sourced from existing campus use policies and practices from across the University and are intended to (1) ensure community safety, security and well-being; (2) set expectations for compliance with federal, state, and local laws and University policies; and (3) promote orderly event-planning and content-neutral noncompeting space use. Schools and non-School based units can and should supplement these rules for the spaces that they oversee in ways consistent with these Campus Use Rules and existing University policy, including but not limited to the University-wide Statement on Rights and Responsibilities. Organizations and/or individuals who do not comply with these Rules may be held financially responsible for any resulting costs incurred and may be subject to other consequences for noncompliance, including referral for discipline.

Accessibility:

Events, programs and activities should be planned to accommodate all participants. University Disability Services provides [resources and guidelines](#) on planning accessible events and activities.

Alcohol:

Alcohol generally is not permitted at events that are open to the entire campus community, especially if the activity is in an outdoor location. Exceptions to this policy will be considered by the relevant Local Contact on a case-by-case basis or in accordance with any local approval process applicable to the campus space in question. All alcohol use must be in compliance with local, state, and federal laws.

Blackout Dates:

Individuals and organizations are generally not be permitted to reserve space or host events, programs or activities during reading or exam periods and other restricted dates and times designated by the relevant Local Contact. Schools and non-School based units with responsibility for the space in question may determine additional restricted times and dates based on potential impact on educational, research, and other legitimate University functions.

Building Access/Free Flow of Traffic:

Events, programs and activities (including but not limited to exhibits and displays) must not impede or block ingress or egress to or movement within and around campus buildings, classrooms, administrative offices, or other spaces. The continued blocking of any stairs is prohibited. Blocking or interfering with the free flow of vehicular, pedestrian, bicycle and other forms of personal transport is not permitted.

Camping or Overnight Sleeping:

Camping, with or without a tent or other temporary structure, is not permitted. Overnight sleeping is only permitted in residential units within dormitories, residence halls, and apartment buildings or in other spaces specified by the relevant local office.

Catering/Self-catering:

Events with food must be compliant with campus catering/self-catering requirements. See also Alcohol provisions above.

Chalking or Other Markings:

Individuals or organizations are not permitted to chalk, paint, or otherwise write or draw on any University property; any such markings will be removed.

Commercial Activities/Free Giveaways:

The University reserves the right to prohibit commercial activities. In particular, the sale, advertisement, and/or free give-away of commercial products is prohibited, unless advance authorization is provided by the relevant Local Contact, and then only in compliance with the [Policy on the Use of Harvard Names and Insignias](#).

Event Registration

Booking requests to use space must be submitted in advance in accordance with relevant local policies established by the School or Central unit with oversight responsibility for that space.

Exhibits/Displays:

Exhibits or displays, including lighting projections, self-mounted displays, or installations must be proposed in writing to the relevant Local Contact for approval in accordance

with local policies and processes for the campus space in question and in advance of the installation. Tampering with or removing approved exhibits/displays is not permitted. Unapproved exhibits/displays will be removed. Schools and non-School units may restrict the use of exhibits/displays in the spaces under their control. Overnight and/or multi-day exhibits/displays, where permitted, may require additional planning and coordination with several University departments to ensure appropriate safety to the display and physical site. Overnight staffing and security may be required.

Exhibits/Displays may not:

Affix any items to buildings, structures, pavers, gates, lighting, on-site furniture and equipment, trees or other live plants;

Affix or utilize cameras, video, amplified sound equipment, including devices capable of such functions, or other media;

Expand or modify exhibit/display during on-site installation beyond what has been proposed and approved.

Filming/Videotaping/Photographing:

Filming, videotaping, and photographing may be undertaken when authorized by the University or appropriate School official, as applicable, for a legitimate institutional purpose, and consistent with the [University Policy on Photographing and Filming on Harvard Property](#). Individuals and organizations who have not received authorization to film, videotape, or photograph should not intentionally film, videotape or photograph other individuals or use, publish or disseminate such film, videotape, or photographs without the consent of those recorded. Individuals and organizations also may not film, videotape, or photograph Harvard personnel with the intent or effect of interfering with their performance of their normal duties and activities. Massachusetts law also places certain limits on audio recording, with the potential for criminal and civil penalties for violations. See M.G.L. Chapter 272, Section 99.

Furniture and Fixtures:

Campus furniture and fixtures may not be moved except by approval of the Local Contact, who also may address available space configurations as part of event planning.

Harvard University Identification Cards:

All Harvard affiliates, including but not limited to faculty, staff and students, must present a valid Harvard University identification card at the request of any properly identified University official. For more information, see [Harvard University Identification Cards Policy](#).

Lawns and Planted Areas:

No motorized vehicles shall be permitted on lawns or planted areas. There shall be no

disturbance of the grounds from stakes or other excavations without first obtaining permission from the Local Contact and, if required, Dig Safe. For more information on Dig Safe, see provision on Temporary Structures below.

Night-time Use:

No part of the campus is available for events between 10:30 pm and 8:00 am, except for official University or School activities or with prior permission from the relevant Local Contact.

Noise:

Excessive noise may not disrupt the campus residences, academic spaces, childcare facilities, or University offices during the workday, classes, exams, or other events. Amplified sound is not permitted without prior approval, including any necessary City of Cambridge or City of Boston permits, and requests for amplified sound will not be approved during reading or exam periods. Requests for approval for amplified sound will be reviewed by the relevant Local Contact with consideration of the surrounding buildings and residential community.

Open Flames/Bonfires/Fireworks:

The use of open flame is generally not permitted; exceptions may be approved in accordance with applicable policies of the School or Unit and only with advance written notice to the relevant Local Contact. The use of open flame is subject to safety restrictions if approved. All use must be in compliance with [University fire and safety policies](#).

More information is available from the [Massachusetts Department of Fire Services](#).

Bonfires and fireworks are not permitted.

Security/Occupancy Limits:

Maximum occupancy limits must be observed at all times. For events, the relevant Local Contact will review anticipated number of attendees to determine if the event space is appropriately sized. Depending on the scope, scale, and nature of an event, it may require an HUPD detail, Securitas officers, and additional staffing. Large events (100 or more people), late night social events, and events with high profile participants are the most common types of events that may require police or security, which may carry additional cost. Multi-day events, including set-up and teardown days, may require a security detail even during non-event times unless an exception to the security detail has been approved by the relevant Local Contact and/or HUPD.

Signage/Postings:

Nothing should be affixed to University property, including the exterior of buildings, doors, windows, fences, entry posts, gates, utility or flag poles, waste containers,

existing signage, walls, floors, or tent structures, except in designated locations; please see the relevant Local Contact for such locations and for approval processes. Banners and other forms of signage may be allowed if installed by the relevant local office only.

Sponsorship:

All events require a designated Harvard affiliate or affiliate group sponsor who will act as the primary liaison to the relevant Local Contact. The sponsoring group or organization is responsible for ensuring all trash and other debris is removed after an event and space is returned to its original state as specified by the relevant Local Contact. Co-sponsorship of an event with a non-Harvard or unrecognized student organization or individuals generally is not permitted on campus, unless explicitly permissible under a local policy and approval process applicable to the campus space in question. The affiliated school-or unit-based organization is responsible for compliance with applicable policies, Campus Use Rules, and applicable laws. All exceptions to this sponsorship requirement must be consistent with the [Policy on the Use of Harvard Names and Insignias](#).

Temporary Structures:

Temporary structures, including but not limited to professionally installed tents and individual shelters, cannot be installed without prior written approval from the relevant Local Contact, the required City of Cambridge or City of Boston permit(s), and in some cases direct supervision from Harvard University personnel. For more information, consult the relevant Local Contact.

Where an installation has been approved, particular attention must be paid when, for example, staking or tents or any other form of excavation is required for installation. Dig Safe procedures must be followed for all staking. In the instance of tents, the installation vendor is responsible for notifying Dig Safe and following related procedures. Dig Safe may be contacted at 1-888-DIG SAFE. Dig Safe must be notified 72 hours (3 business days) prior to installation. More information regarding Dig Safe can be found at www.digsafe.com. In advance of any notification to Dig Safe, Harvard University must also be notified directly through the Harvard Operations Center at 617-495-5560.

Definitions:

Campus: All lands, buildings and facilities owned and operated by the University within the boundaries of Cambridge, MA and Boston, MA.

Community members: Those people who comprise the university community, including but not limited to students, faculty, staff, alumni and guests.

Event: A planned, advertised, or coordinated gathering that makes substantial use of a campus space such that it would preclude or interfere with competing uses or interfere with the normal operations of the campus, including but is not limited to speeches, debates, forums, lectures, performances, conferences, rallies, protests and demonstrations. Events require registration as set forth in this document.

Relevant Local Office: The School or unit, or department therein, with oversight over the space in question. Please see the following map (FORTHCOMING) to determine relevant local office for each campus space.

Local Contacts:

Please submit information for the appropriate local point of contact for event registration and decision making regarding this policy.

Local contacts may delegate authority and responsibilities described in this document to additional designees, as appropriate.