**Grounds Use Permits**

\*These FAQs are not meant to replace or supplement the University’s Facilities & Grounds Use Policy. For specific details and information related to the use of University space, please review the University’s Facilities & Grounds Use Policy, which is the ultimate guide on the use of applicable University space.

[**Can anyone have an event on campus?**](https://uafacilities.ua.edu/frequently-asked-questions/)

No. Campus spaces are available for use by members of the University community (i.e., UA faculty, staff, and students; a University academic or administrative department; or a student organization). Campus spaces are generally only available for use to those outside of the University community if the group or individual is sponsored by a member of the University community.

**When is a member of the University community required to obtain permission from the University to hold a planned outdoor event on campus?**

A member of the University community seeking to engage in a planned event or expressive activity in an outdoor area of campus is encouraged to contact the University in advance as they are planning or organizing the event.

An event must be registered in advance with the University if any of the following content and viewpoint neutral circumstances exist: (i) more than fifty (50) individuals are expected to attend the event, (ii) the event is inviting a speaker who is not a member of the campus community, (iii) alcoholic beverages may be present at the event, to the extent allowed by law and University policy, (iv) the event plans to set up tables, tents, stages, or similar equipment on campus, or (v) minors who are not enrolled at the University are expected to attend.

**Can members of the University community engage in spontaneous speech on campus without obtaining permission from the University?**

Yes. For members of the University community, all generally accessible outdoor areas of the University campus where members of the campus community are commonly allowed are open for spontaneous expressive activities except for the following:

Areas within fifty (50) feet of academic buildings (between 8 a.m. – 7 p.m.); and

Areas within fifty (50) feet of residential housing buildings (between 9 p.m.– 9 a.m.)

Reservations for spontaneous or contemporaneous protected expressive activities are not required for members of the University community but are strongly encouraged. Priority for use of the space will be given, first to those with reservations and then on a first-come, first-serve basis based on the order in which the University receives notice. A limit of time may be imposed, or the exhibit or demonstration may be relocated by the University, if a reservation has already been made for the desired space and time. Although reservations are not required for spontaneous or contemporaneous protected expressive activities, UA requests that University community members notify the University by sending an e-mail to groundspermits@fa.ua.edu with the following information:

* + - 1. Contact information for the event organizer (e.g. name, cellphone number, e-mail, etc.);
			2. Which areas of campus will be utilized;
			3. The time the activity is expected to begin and end; and
			4. A general description of the activity.

The use of the generally accessible outdoor areas of the University campus by members of the University community for spontaneous or contemporaneous protected expressive activities may be denied for the following reasons:

1. The space is already reserved for another event;
2. The activity will attract a crowd larger than the venue can safely contain;
3. The activity will significantly and substantially disrupt University operations (including classes);
4. The activity is a clear and present danger to public safety; or
5. The activity is unlawful.

[**Can someone who is not a member of the University community have an event on campus or engage in expressive activity without official authorization**](https://uafacilities.ua.edu/frequently-asked-questions/)**?**

No. The grounds and facilities of the University are intended primarily for the support of teaching, research, and service components of its mission. Second priority is given to programs sponsored by academic and administrative departments/organizations.

Beyond these two priorities, use of campus space is permitted for activities that are intended to benefit out University community and must not interfere with the academic mission or operation of the University.

To protect these interests, any event or expressive activity by a third-party must be sponsored by a member of the University community and be approved by the University’s Department of Facilities and Grounds in order to proceed.

[**How do I get approved to have an event on campus?**](https://uafacilities.ua.edu/frequently-asked-questions/)

Permission to use campus space and facilities may be granted only by designated University officials or in accordance with applicable policies. Each applicant for an Event that is required to register must complete a Grounds Use Permit (GUP) application. University academic or administrative departments, faculty, and staff members should submit the GUP form found on the Grounds Use Permit Coordination webpage and email the completed form to **groundspermits@ua.edu**. For student organizations and students, the GUP form may be accessed through the Source’s Event Smart Registration. To use any campus space, you must at all times confirm to University policies as well as local, state, and federal laws.

[**How long will it take to gain approval for an event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

To facilitate the review by various University departments that have responsibility for different aspects of an event (e.g., tents, food services, security, electrical services, etc.), applicants for use of the space are strongly encourages to request permission for such use at least ten (10) University business days prior to the event. At a minimum, any such request must be made no less than five (5) University business days prior to the planned event. If the event does not present logistical complexities, the reservation request will be promptly reviewed and addressed.

[**Can I have my event anywhere, anytime on campus? Can I use as much of one area for my event as I want?**](https://uafacilities.ua.edu/frequently-asked-questions/)

No, the space and facilities of the university are intended primarily for the support of teaching, research and service components of the University’s mission. If it is determined that your event will interfere, disrupt or cause a health or safety concern to our mission, a more suitable location or time for your event will be assigned.

In most cases, we are able to accommodate your event with the space/area that you have requested, but in the case that your first request is unavailable, we make every effort to help locate another suitable area for your group.

Some examples that may preclude you from getting the requested location or time is that the request is during busy times, such as football season, would be a disruption to academic classes, or would present safety problems due to heavy vehicle or pedestrian traffic.

[**Can we serve alcohol at our event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

You may request that alcohol be allowed at your event. If alcohol is approved, you agree to comply with the University Drug-Free Campus and Workplace Policy as well as all applicable laws and regulations, including open container laws and laws regarding consumption or possession by minors. You will make available alternative transportation for all intoxicated drivers. Student organizations must abide by all provisions of the University’s Alcohol and Other Drug Policy and Social Event Guidelines. UA may grant or deny requests for alcohol in its sole and absolute discretion.

[**Is it really necessary to have a sponsor through the university for every event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

Yes, each request for a GUP must be sponsored by a university department, student organization, or individual University student, faculty or staff.

[**Does our sponsor have to be at the event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

Yes, your sponsor must be at the event and have a copy of the approved GUP available. This is necessary in case there is any question by University officials as to whether or not the event was approved.

[**What is a University Account Number or FOPAL?**](https://uafacilities.ua.edu/frequently-asked-questions/)

Each department or registered student organization has a University Account Number from which money may be deducted by the University for work orders or damages.

Each group is required to supply their account number/FOPAL on their GUP in the unlikely event that damages to university property occurs as a result of the approved event.

If an individual student is sponsoring the event, costs for work orders or damages may be placed on their student account.  If an individual staff or faculty is sponsoring the event, costs for work orders or damages may be assessed in accordance with applicable policies and laws.

[**Who can I contact to get trash services, electrical assistance, or plumbing assistance for my event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

If you need assistance with trash cans, bags, or removal, please contact the Grounds Department at 205-348-2657.

If you need electrical assistance for your event, please call the Electrical Department at 205-348-3961.

If you need assistance with water needs for your event, please call the Plumbing Department at 205-348-8710.

You will also need to submit a work order with the help desk and provide your University Account Number/FOPAL. You can call the help desk at 205-348-6001.

[**Can I reserve the entire Quad for my event?**](https://uafacilities.ua.edu/frequently-asked-questions/)

Because so many groups request to use the Quad daily, we don’t normally reserve the entire Quad for any one group. Please refer to the [Quad Map](https://uafacilities.ua.edu/wp-content/uploads/2016/09/quad-map.pdf) on the Grounds Use Permits web page. This will help you coordinate the area that you would prefer.