

Contact: Marcia Brunson

**ADOPTION OF AMENDMENTS TO  
IOWA ADMINISTRATIVE CODE 681 — CHAPTER 13**

**Action Requested:** Consider adoption of amendments to Iowa Administrative Code, Chapter 13 “Iowa State University of Science and Technology Organization and General Rules”.

**Executive Summary:** The Board of Regents administrative rules are contained in 20 chapters of the Iowa Administrative Code (IAC). The process to amend the IAC begins with approval by the Board of the intent to amend. The next step is filing the notice with the Code Editor for review and publication of the notice in the Iowa Administrative Bulletin (IAB). The notice will establish a period in which to solicit written public comments concerning the amendments. The amendments will be reviewed by the Administrative Rules Review Committee. After the end of the comment period, the comments received will be reviewed. The Board will be asked to adopt the amendments either unchanged from the original notice or changed based upon the comments received. The adopted amendments will again be published in the IAB and will be effective 35 days after the publication of the adopted amendments.

Chapter 13 includes a general description of ISU; designates officials with authorization to enter into contracts; states policies regarding the use of grounds and facilities and other policies regarding behavior on the campus.

At the June meeting, the Board approved starting the process to amend Chapter 13. The notice was published in the Iowa Administrative Bulletin on July 10, 2013. A public comment period was established. The comment period ended July 30. No comments were received. Representatives of Iowa State University discussed the amendments with the Administrative Rules Review Committee on August 6. The adopted amendments will be filed and published in the IAB on October 2. The amendments will be effective on November 6.

The amendments to be adopted are identical to those noticed with two minor exceptions. These exceptions are highlighted in yellow on pages 6 and 7 of this memo.

The proposed changes include basic “housekeeping” revisions updating titles and contact information and deleting the section on use of various forms and referring the public to a website to locate the appropriate forms. The contracting authority section (ITEM 3) is revised to increase the Provost’s authority to include research, intellectual property and instructionally-related academic opportunities for students. Rules (ITEMS 5 through 8) regarding use of facilities and grounds are amended to reflect current processes. Amendments to rules regarding conduct on campus (ITEMS 9 through 13) include a provision to restrict camping on the campus unless approved by the Senior Vice President for Business and Finance or the Senior Vice President for Student Affairs. The rule (ITEM 14) addressing restriction of animals on campus is updated to conform to disability law and to clarify reasons that animals may be permitted on campus.

Amendments to Chapter 13 to be adopted are as follows.

ITEM 1. Amend rule 681—13.1(262) as follows:

**681—13.1(262) Organization.**

**13.1(1) *Statement of university mission.*** Iowa State University of science and technology is a public land-grant institution serving the people of Iowa, the nation, and the world through its interrelated programs of instruction, research, extension and professional service. With an institutional emphasis in areas related to science and technology, the university carries out its traditional mission of discovering, developing, disseminating and preserving knowledge. The university's mission and vision may be found in the strategic plan at [www.president.iastate.edu/planning/strategic/plan.php](http://www.president.iastate.edu/planning/strategic/plan.php).

**13.1(2) *Officers.*** The university has three statutory officers: president, secretary, and treasurer. The president is the chief administrative officer of the university and has authority and duties as have been delegated by the board of regents.

A detailed listing of the university units is shown on the organizational chart at the following Web site: <http://www.president.iastate.edu/org/univorg.pdf>.

**13.1(3) *Operations.***

a. The ~~executive~~ senior vice president and provost oversees the academic, research, and extension activities of the university.

b. The academic mission of the university is principally carried out through its eight colleges: graduate, agriculture and life sciences, engineering, human sciences, liberal arts and sciences, design, business and veterinary medicine. The dean of each college is its chief administrative officer.

c. Extension and outreach are integral parts of the land-grant university system and provide the link whereby the findings of research are taken to the people of Iowa people. The chief administrative officer is the vice president for extension and outreach.

d. The vice president for research and economic development oversees the university's broad range of research, which contributes to economic development in the state and the nation.

e. The senior vice president for student affairs oversees the various services provided to students, including student activities, student health and student housing and dining.

f. The senior vice president for business and finance oversees the various business-related functions of the ~~campus~~ university, including physical plant, safety, accounting and purchasing.

**13.1(4) *Communications.*** Inquiries, submissions, and requests should be addressed to the Office of University Relations. Contact information for the Office of University Relations may be found online at the following address: ~~<http://www.public.iastate.edu/~ur/>~~ <http://www.ur.iastate.edu>. Communications may also be addressed to the office of the Board of Regents, 11260 Aurora Avenue, Urbandale, Iowa 50322-7905. Generally, inquiries, submissions, and requests by the public may be submitted by informal letter or e-mail. However, application for some purposes is to be made on a specified form. Rule 681—13.6(262) ~~contains a list of the forms and the offices from which the forms are available~~ provides an address for obtaining forms.

**13.1(5) *Policy library.*** The university policy library contains the policies governing the internal administrative operation of the university. It is available online at the following address: <http://policy.iastate.edu/>. Copies of the policies may be obtained from the Iowa State University Policy Administrator, 4750 3550 Beardshear Hall, telephone (515)294-1385.

ITEM 2. Amend rule 681—13.6(262) as follows:

**681—13.6(262) *Forms.*** The university uses ~~the a number of~~ a number of forms listed ~~below~~ (primarily electronic) in dealing with the public. ~~The various forms are classified by subject matter, followed by the name of the office where they are available. The forms may be obtained by writing to the appropriate office in care of the Iowa State University of Science and Technology, Ames, Iowa 50011. The office may also have the forms or additional contact information on the office's Web~~

~~page, which may be accessed through the university's Web site located at <http://www.iastate.edu/>.  
Forms may be found via the University Forms Web site at [www.policy.iastate.edu/forms.php](http://www.policy.iastate.edu/forms.php).~~

~~Academic forms—deans of the colleges and departmental offices, registrar.~~

~~All academic matters such as enrollment, dropping and adding of courses, applying for graduation, waiver of academic requirements, academic grievances and the like.~~

~~Admission application forms—director of admissions.~~

~~Undergraduate, graduate, and professional students. Graduate and professional students may need to secure special forms from the department to which they are applying.~~

~~Housing forms—director of residence.~~

~~All forms related to housing, including applications and contracts for residence halls and apartments.~~

~~Intercollegiate athletic tickets—athletic ticket office.~~

~~All forms relating to purchase of athletic tickets.~~

~~Student financial aid—student financial aid office.~~

~~All forms related to financial aid, including applications for student financial aid, loan applications.~~

~~Educational placement—teacher and career placement offices of the various colleges and the career exploration services office.~~

~~All forms related to placement for service learning, internships, registration forms for credential service, reference forms for credential files.~~

~~International education—study abroad center or international students and scholars.~~

~~All forms related to foreign study and immigration matters for visiting international students and scholars.~~

~~Registration—registrar.~~

~~Forms for registering and enrolling in classes.~~

~~Residency for tuition purposes—registrar.~~

~~Forms for requesting residency determinations.~~

~~Campus and student organizations—student activities center.~~

~~All forms for registering student groups, payment of club financial obligations, renting space, permission for holding events and the like.~~

~~Scientific testing—testing laboratories.~~

~~Each testing laboratory has its own forms for submission of samples and payment for testing services.~~

~~Artistic and cultural event tickets—Iowa State Center and athletics.~~

~~Forms for purchase of tickets to events at Iowa State Center and Hilton Coliseum.~~

~~Iowa State Center space use—Iowa State Center.~~

~~Rental agreement.~~

~~Hilton Coliseum, Jack Trice Stadium, Jacobson Athletic Building, and Steve and Debbie Bergstrom Indoor Practice Facility space use—athletics.~~

~~Facility use agreement.~~

~~Employment—human resource services.~~

~~All forms related to employment, including tax, benefits, employee information and applications for employment.~~

~~Parking and traffic—parking division of the department of public safety.~~

~~All forms related to parking and traffic, including permit applications, and violation citations.~~

~~Transcript requests—registrar.~~

~~Requests for issuance of transcripts.~~

ITEM 3. Amend rule 681—13.8(262) as follows:

**681—13.8(262) Contracting authority.**

**13.8(1) General delegation.** Except for authority retained by the board of regents in the rules

adopted under [681] of the Iowa Administrative Code or in the regents policy manual, the board of regents has delegated to the president authority to enter into contracts and agreements. The president has delegated authority for entering into such contracts and agreements and ~~contracts to the senior vice president for business and finance in all cases except the following:~~

a. Employment ~~matters~~ contracts and agreements involving deans, directors, department chairs and faculty are ~~administered~~ signed by the ~~executive~~ senior vice president and provost.

b. Applications, proposals, and ~~agreements for grants, and contracts for educational and agreements relating to economic development, and research and sponsored projects~~ are signed by the senior vice president and provost, vice president for research and economic development or the director of the office of sponsored programs administration.

c. ~~Agreements~~ Contracts and agreements relating to ~~form~~ educational consortia, ~~for~~ joint educational projects, ~~and for cooperative education, service-learning and internship opportunities, and academic instruction provided to others~~ may be ~~are~~ signed and administered by the ~~executive~~ senior vice president and provost.

**13.8(2) Specific delegations.** Within the limits prescribed by the board of regents, the president, the senior vice president for business and finance, the ~~executive~~ senior vice president and provost, the vice president for research and economic development, and the director of the office of sponsored programs administration may delegate the authority they have received as provided by the ISU contracting authority policy found in the policy library.

ITEM 4. Amend rule 681—13.9(262) as follows:

**681—13.9(262) Lost and found.** ~~Lost and found items are deposited with the department of public safety. Unclaimed items are treated as abandoned property. Inquiries about items lost or found may be made by contacting Central Stores at (515)294-5762. A listing of lost and found items may be found at [www.iastate.edu/found/](http://www.iastate.edu/found/).~~

ITEM 5. Amend rule 681—13.10(262) as follows:

**681—13.10(262) General priority ~~on use of~~ for facilities and grounds use.** University grounds ~~and facilities~~ and grounds are primarily dedicated to the university's missions of teaching, research and service. While ~~grounds and facilities~~ and grounds are generally open to noncommercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements of this chapter. University-related activities, including the activities of recognized campus and student organizations, will be given priority. (The ISU facilities and grounds use activities policy may be found in the policy library.)

**13.10(1)** Except as specifically indicated, the policies stipulated in rules 681—13.11(262) to 681—13.19(262) are applicable to noncommercial uses.

**13.10(2)** Commercial uses, including solicitation, advertising and sales, are subject to the university's policy rule on commercial activities and charitable uses in rule 681—13.15(262).

ITEM 6. Amend rule 681—13.11(262) as follows:

**681—13.11(262) Access to facilities and grounds.** University ~~grounds and facilities~~ and grounds are generally open to public access except as provided below:

**13.11(1)** Persons may not enter ~~buildings or facilities~~ or grounds without authorization when the ~~buildings or facilities~~ or grounds are locked, when signs indicate they are closed to the public or when they are closed to the public for specific events.

**13.11(2)** The following facilities and grounds are restricted areas. Access requires express permission of the relevant building supervisor, superintendent or other person in charge of the facility: individual residences or dwellings; research laboratories or facilities; farms and associated buildings; animal storage and confinement facilities; utility and maintenance closets; mechanical

rooms; utility facilities; utility tunnels; storage areas; hazardous materials waste storage and handling areas; marked or fenced construction areas; institutional food preparation areas; private offices; workrooms; shops; areas where medical, psychological or other consultation takes place; radio and television studios; intercollegiate athletics competition facilities; or areas which bear signs indicating that access is restricted. The university has leased some of its ~~property and facilities and grounds~~ to other parties for use related to university purposes (for example, the Ames Laboratory and the National ~~Soil Tillth~~ Laboratory for Agriculture and Environment). Such areas are not open to public use except as provided by the lessee of the property or facility. The buildings at the Iowa State Center (Scheman Continuing Education Building, Stephens Auditorium and Fisher Theater) and the Iowa State University Research Park are managed by separate organizations that regulate the use of these facilities and ~~property grounds~~.

**13.11(3)** Access to ~~grounds and facilities and grounds~~ may be denied when they are closed to the public for special university events, or when access would conflict with ~~another~~ an approved use of the ~~grounds or facilities or grounds~~. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation and VEISHEA.

**13.11(4)** Unapproved uses of university ~~grounds and facilities and grounds~~ by the general public are subject to preemption for university activities, for use by recognized student and campus organizations and for use by students, faculty and staff for purposes related to the university's mission.

**13.11(5)** Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment of a fee for entry. Visitors are required to abide by policies ~~set~~ by established for the various facilities and grounds.

**13.11(6)** Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage erected upon campus roadways and parking areas.

ITEM 7. Amend rule 681—13.12(262) as follows:

**681—13.12(262)** **When authorization is required for use of facilities and grounds open for general use.** To prevent conflicts in the use of facilities and grounds, groups or persons wishing to use facilities and grounds, whether indoors or outdoors, should schedule use of university facilities and grounds as provided ~~below in this rule~~. ISU has designated public forum areas with few restrictions. Public events, ~~as defined below~~, require filing of a notice, or approval depending on the event. "Public events" are defined as outdoor events in which more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be involved, or indoor events in which more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be involved. Organizations and groups desiring to use university facilities and grounds should contact the offices listed in subrule 13.12(3) to determine availability and fees for use.

**13.12(1)** *Outdoor areas.*

*a. Designated public forums.* The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for noncommercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first-come, first-served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet and has a footprint of not more than 100 square feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted if done in a way that avoids substantial littering of the campus.

*b. Uses that require only notice.* ~~Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file with the Student Activities~~

~~Center a notice of intent to use an area.~~ Student organizations, university departments, and others wishing to use outdoor areas other than a designated public forum for a public event must notify the Memorial Union Event Management office. If possible, such notice should be ~~given~~ submitted at least 24 hours in advance of the event but, in any case, must be ~~given~~ submitted at least 3 hours prior to the event. No approval is necessary if the event meets the following criteria:

(1) On weekdays between the hours of 8 a.m. and 4 p.m., the event will be held at least 100 feet away from buildings that normally hold classes;

(2) No other person or group has been authorized to use the area or has filed a notice of intent to use that area or an adjacent area;

(3) The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;

(4) Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);

(5) If the event is not held at one of the two public forum areas, the event will occur only between the hours of 8 a.m. and 10 p.m.; and

(6) The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

c. *Uses that require approval.* A public event not at a designated public forum, and which does not meet the above criteria, requires prior approval by the filing of an ~~Activity Authorization Form~~ Online Event Authorization Request Form with the Student Activities Center when recognized student organizations make the request and with Facilities Planning and Management when university departments and nonuniversity entities make the request. It is preferred that the online request be made at least ~~three ten business days and~~ no later, not less than four business days in advance of the proposed event. The Student Activities Center or Facilities Planning and Management will make every effort to provide approval or nonapproval, with a statement of the reasons for nonapproval, ~~within one business day in a timely manner.~~ The sponsors of the event may request a waiver of the ~~three four-day~~ requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management determines that there are good reasons for an exception.

(1) Approval of events will be based upon whether the event meets the general rules indicated in ~~this chapter~~ rule 681—13.14(262) and whether the event is appropriate for the location. Approval may be conditioned upon ~~sponsors'~~ sponsors making reasonable assurances that the event will comply with the general rules. In addition, reasonable time, place and manner restrictions may be required. ~~Events~~ Unless the event will violate the law, events will not be disapproved based upon the content of proposed speaking or expressive activity. Persons denied authorization may appeal to the senior vice president for business and finance.

(2) Following ~~such clearance~~ approval of the event, the organization shall make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability insurance as directed by the Student Activities Center or Facilities Planning and Management. If ~~streets or~~ parking lots will be involved, the organization must receive clearance from the ~~department of public safety, telephone (515)294-4428~~ Parking Division, (515)294-3388. If streets will be involved, the organization must receive clearance from the office of the senior vice president for business and finance, (515)294-6162. Preferred locations for outdoor events ~~likely to cause disruption of other activities covered under this subrule~~ are the areas south or north of the Campanile, west of Curtiss Hall, ~~east of Ross Hall~~ south of MacKay Hall, south of the Hub, and south of the Parks Library, and west of Marston Hall provided the events do not conflict with university classes or scheduled activities and provided the events conform to appropriate uses for the area.

**13.12(2) Indoor areas.**

*a. General policy regarding use.* Any use of indoor areas must not conflict with university programs and events and must be compatible with the purpose of the facility or the particular area to be used.

(1) Members of the general public and campus community are free to enter university facilities, other than restricted areas, during business hours as necessary to transact business, seek information about the university or deliver petitions or correspondence.

(2) Organizations and groups desiring to use ~~academic and residence~~ university buildings and facilities for meetings, events, and conferences should contact the offices listed in ~~13.12(2)“d”~~ 13.12(3) to determine availability and fees for use. ~~Organizations desiring to use the Iowa State Center or the Iowa State Memorial Union for conferences, meetings and events should contact the relevant facility at the numbers listed below.~~

(3) Organizations (other than recognized campus and student organizations) using classrooms, auditoriums, and meeting rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for setup, equipment use, cleanup and use of services and materials of the university.

(4) To avoid disruption, the following kinds of indoor areas are not available for non-university-related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, workrooms, common areas provided around service windows, the Lloyd Veterinary Hospital Medical Center and the Thielen Student Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows.

*b. Uses that require scheduling.* To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of 15 or fewer persons that will substantially exclude others from using the same or adjacent areas, other than transitory passage through public areas and hallways, requires scheduling through the ~~Student Activities Center Memorial Union Event Management Office~~ when recognized student organizations make the request and with Facilities Planning and Management or Conference Planning and Management when university departments or nonuniversity entities make the request.

*c. Uses that require approval.* Organized or concerted assembly in or solicitation at indoor areas by groups involving more than 15 persons for non-university-related purposes must be approved by the filing of an ~~activity authorization form~~ Online Event Authorization Request Form with the Student Activities Center ~~at least three~~ when recognized student organizations make the request and with Facilities Planning and Management or Conference Planning and Management when university departments or nonuniversity entities make the request. It is preferred that the online request be made at least ten business days and no later not less than four business days in advance of the activity. The Student Activities Center and Facilities Planning and Management or Conference Planning and Management will make every effort to provide approval or nonapproval, with a statement of the reasons for nonapproval, ~~within one business day~~ in a timely manner. The sponsors of the event may request waiver of the ~~three~~ four-day requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management or Conference Planning and Management determines that there are good reasons for an exception.

(1) Approval of events will be based upon whether the event is ~~consistent with the facility's purpose and with the university's general rules on facility use~~ meets the general rules indicated in rule 681—13.14(262) and whether the event is appropriate for the facility. ~~In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of any expressive activity.~~

(2) Approval may be conditioned upon sponsors making reasonable assurances that the event will comply with the general rules. In addition, reasonable time, place and manner restrictions may be required. Unless the event will violate the law, events will not be disapproved based upon the

content of proposed speaking or expressive activity. Persons denied authorization may appeal to the senior vice president for business and finance.

~~d. 13.12(3) Facilities and grounds managed by separate university offices or organizations.~~

a. The Student Activities Center and users must coordinate use of these facilities with the listed offices:

1. (1) Common areas in buildings—building ~~coordinator~~ supervisor for the building can be found at [www.fpm.iastate.edu/maps/buildings/](http://www.fpm.iastate.edu/maps/buildings/);

2. (2) Rooms in academic or administrative buildings—Room Scheduling, General Services Building, ~~294-5338~~(515)294-4493. Room Reservation Request Forms are available at [www.fpm.iastate.edu/roomscheduling/department\\_form/](http://www.fpm.iastate.edu/roomscheduling/department_form/);

3. (3) Memorial Union—Event Management Office, 3630 Memorial Union, (515)294-1437;

4. (4) Iowa State Center—Center Office, 4 Scheman Conference Center, (515)294-3347;

5. (5) Residence Halls—(515)294-2900 (general); (515)294-6428 (meeting rooms); (515)294-8384 (conferences);

6. (6) University Family Housing Schilletter and University Village (SUV) Office, (515)294-5360;

7. (7) Fredericksen Court Office, (515)294-2107;

8. (8) Recreation facilities and grounds—Recreation Services Administrative Office, 2220 1180 State Gym, (515)294-4980. ~~Recreation facilities include Beyer Hall, State Gym, Lied Recreation/Athletic Facility, and outdoor intramural recreation fields and courts~~ Recreation facilities and grounds are listed at [www.recservices.iastate.edu/facilities/](http://www.recservices.iastate.edu/facilities/);

9. (9) Howe Hall Auditorium—Engineering Distance Education, (515)294-7470;

10. (10) University Studios—(515)294-6014;

11. (11) Farm Bureau Pavilion—Animal Science, (515)294-5424;

12. (12) ~~Athletics Facilities~~ facilities and grounds—Athletic Department, Jacobson Athletic Building, (515)294-3662. Athletic facilities and grounds are listed at [www.cyclones.com/](http://www.cyclones.com/); ~~Athletics facilities include Hilton Coliseum, Jack Trice Stadium, Jacobson Athletic Building, and Steve and Debbie Bergstrom Indoor Practice Facility.~~

(13) Alumni Center—Alumni Association, 420 Beach Avenue, (515)294-4625;

(14) Reiman Gardens—1407 University Boulevard, (515)294-8994.

b. Students and student organizations have priority for use of residence facilities and grounds, recreation facilities and grounds and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities and grounds.

c. Organizations (other than recognized campus and student organizations) using facilities and grounds will be charged the customary rental of those facilities and grounds. All users will be responsible for costs incurred for setup, equipment use, cleanup and use of services and materials of the university.

d. As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled in buildings normally open and operational in the evenings. More information may be obtained through the Room Scheduling Office, (515)294-5338. The ISU policy on facilities and grounds use after hours may be found in the policy library.

ITEM 8. Amend subrule 13.13(2) as follows:

**13.13(2) Exterior displays.**

a. *Residence department buildings.* Signs, banners, and other display materials may be affixed to buildings only with the authorization of the coordinator of residence life in each residence complex.

b. *Academic buildings.* Signs, banners, and other display materials may not be affixed to buildings. Rare exceptions may be made in cases in which the display materials are clearly associated with an academic function. Prior approval must be obtained from the Student Activities

Center and from Facilities, Planning and Management, ~~General Services Building~~, by the submission of an Activity Authorization Form. Such forms are available at the Student Activities Center.

*c. Exterior display, not on buildings.* Signs, banners, and other display materials may not be affixed to sidewalks, trees, fences, shrubs, light poles, or any other fixture of the landscape, nor may freestanding displays be placed in any area other than those areas scheduled through the activity authorization process. Except for those displays indicated in 13.12(1)“a” and 13.12(1)“b”(4) at events for which approval is not required, prior approval of displays must be obtained from the Student Activities Center by the submission of an ~~Activity Authorization Form~~ Online Event Authorization Request Form for recognized student organizations or from Facilities Planning and Management for university departments or nonuniversity entities.

*d. Cleanup and repair.* All visual displays should be removed as they become outdated or after authorization has expired. Cleanup and repair charges may be billed to the organization/department/individual for failure to clean up promptly. Organizations, departments, ~~or individuals, or nonuniversity entities~~ may be billed for cleanup and repair expenses for illegally posted materials. Additional information regarding exterior displays may be found in the ISU policy on facilities and grounds use activities in the policy library.

ITEM 9. Amend rule 681—13.14(262) as follows:

**681—13.14(262) General rules on use of grounds and for facilities and grounds use.**

**13.14(1)** University ~~grounds and facilities~~ and grounds may not be used in a manner that:

- a. Substantially disrupts university events or the lawful use by other persons;
- b. Substantially interferes with the free flow of vehicle or pedestrian traffic;
- c. Results in injury or creates the threat of injury to persons;
- d. Involves commission of a crime or illegal behavior;
- e. Damages or defaces university property or threatens to damage property; or
- f. Results in significant littering, pollution or other nuisance.

**13.14(2)** No person shall engage in harassment or stalking as defined by Iowa criminal law; or engage in sexual or racial harassment in violation of university policy.

**13.14(3)** No person may engage in public urination, defecation or other actions that create a sanitary hazard.

**13.14(4)** A person who enters specialized facilities, such as libraries, recreation facilities and grounds, clinics, research laboratories and other research facilities, and areas not open to the general public must comply with policies established by such facilities and grounds. Questions about applicable policies should be directed to the manager or supervisor of the facility or grounds.

**13.14(5)** Weapons are not permitted on the campus except for purposes of law enforcement and as specifically authorized for purposes of instruction, research or service. A weapon is any instrument or device which is designed primarily for use in inflicting death or injury upon a human being or animal; and which is capable of inflicting death or injury when used in the manner for which it was designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, ~~tazer~~ taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes.

**13.14(6)** Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made for the consumption of alcoholic beverages served at approved events for which a valid liquor permit has been issued as provided by state law, and for private events or in designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.

**13.14(7)** Vehicles are not permitted off roadways or parking areas without permission from ~~Room Scheduling~~ Manager, Campus Services, 152 General Services Building, telephone

(515)294-5338 0692 or from the Manager of Parking Division, 27 Armory, telephone (515)294-1987.

13.14(8) For reasons of safety, sanitation, and preservation of campus property, camping is not permitted except for special events approved by the senior vice president for business and finance or senior vice president for student affairs.

ITEM 10. Amend rule 681—13.15(262) as follows:

**681—13.15(262) Commercial and charitable uses.** This rule applies to ~~private~~ commercial and charitable uses other than those of university units, of university-affiliated entities or of recognized campus organizations.

**13.15(1) Commercial solicitation, advertising and sales.** Commercial solicitation, advertising and sales are not permitted on the campus except as follows:

a. Newspapers and periodicals may be distributed in established locations in accordance with the university's periodical distribution policy, which is available from the senior vice president for business and finance.

b. Commercial advertising or displays on bulletin boards must conform to the provisions of subrule 13.13(1).

c. Commercial sales or solicitation may be approved by the senior vice president for business and finance. Such activity may be approved for academic areas of the campus if the activity directly relates to the academic program. Otherwise, such commercial activity may be approved only in the area directly to the north of the Memorial Union, with priority being given to all other campus-related uses.

**13.15(2) ~~Mail systems~~ Charitable solicitation.** Use of university mail systems and related facilities may be approved by the senior vice president for business and finance for the solicitation of employees by charitable organizations when the following criteria are met.

a. The charitable organization presents documentation of its tax-exempt status as provided in Section 501(c)(3) of the Internal Revenue Code;

b. The solicitation is conducted once a year through an on-campus coordinated campaign of all eligible organizations meeting the conditions and giving written notice to the university of the desire to participate at least 120 days prior to the campaign period;

c. The organization may be expected to pay the administrative and out-of-pocket costs associated with using the university ~~campus~~ mail system or other university facilities and grounds;

d. The solicitation by any one charitable organization may occur once in any calendar year; and

e. Any eligible charitable organization acting pursuant to the authority of this rule may also make use of the payroll deduction system described in Iowa Code sections 70A.14 and 70A.15, if qualified under the terms of those provisions.

ITEM 11. Amend subrule 13.16(2) as follows:

**13.16(2)** Special rules may be enforced with respect to events that are open to the public, based upon the nature of the event. For example, performers may require that no cameras or audio- or video-recording devices be permitted in the arena. Persons may be refused entry with items that may be used as projectiles. Umbrellas and other items that may obstruct the views of other attendees may be excluded from facilities and grounds.

ITEM 12. Amend subrule 13.16(5) as follows:

**13.16(5)** Laser pointers and similar devices are not permitted at athletic and performing events and are subject to confiscation. A person who uses any such device to interfere with athletes and performances is subject to immediate removal from the facility and grounds.

ITEM 13. Amend subrule 13.16(9) as follows:

**13.16(9)** In order to ensure that a person attending events may enter facilities and grounds

efficiently, a person leaving the facility or grounds early in the event may be denied the right to secure a pass to reenter.

ITEM 14. Amend rule 681—13.18(262) as follows:

**681—13.18(262) Livestock and pets ~~Animals on campus.~~**

**13.18(1)** All livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on university property, must be kept confined or otherwise physically constrained. Any such animal found running at large on university grounds or found within university facilities and not part of a university-sponsored research program or project may be impounded. Consistent with the laws of the state of Iowa, such animals may be turned over to a city pound or other appropriate state or university agency.

**13.18(2)** For sanitation and safety reasons, ~~pets except as provided below, animals~~ are not permitted in university buildings. ~~Leader dogs and experimental subjects are excepted. This prohibition shall not apply to animals that are:~~

a. Specially trained for and under the control of an individual with disabilities.

b. Used for teaching and research purposes.

c. Receiving treatment at the Lloyd Veterinary Medical Center or other approved facility.

**13.18(3)** Pets are permitted on the campus in outdoor areas when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of university facilities or grounds or the safety of individuals on the campus. In the case of pets such as dogs, proper confinement shall consist of a cage or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog.

a. Any pets brought on the campus must be properly licensed and vaccinated under the laws of Iowa, and tags indicating such license and vaccination shall at all times be attached to the collar of the pet.

b. In those cases in which impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.

c. Any person who walks an animal on public areas of the campus shall be responsible for the control and behavior of the animal, as well as the prompt collection and disposal of the solid waste excreted by that animal. ~~This rule shall not apply to animals under control of a handicapped person and especially trained for the purpose of assisting handicapped persons.~~

ITEM 15. Amend rule 681—13.19(262) as follows:

**681—13.19(262) Authority to order persons off the campus.** Any person violating university regulations may have the person's permission to remain in or on university premises revoked. A person who does not voluntarily leave, or who immediately returns, is subject to arrest for trespassing under state law. A person who has engaged in serious or repeat violations of university regulations, who has committed crimes, or who has endangered other persons may be banned by the director of public safety or the director's designee from all or part of the campus. Such orders shall be issued in writing. Any person who is subject to such an order may appeal such action to the senior vice president for business and finance, who shall promptly handle the appeal. A person who violates such orders is subject to arrest and prosecution for trespassing.