

University of Alaska Anchorage
ADMINISTRATIVE SERVICES MANUAL
Policies and Procedures

Section Facilities & Campus Services
--

Title <i>Solicitation and Grounds Use Policy</i>	Effective Date 09/16/2014
---	------------------------------

1.0 Purpose

AS 14.40.291(a) states “land owned by the University of Alaska is not and may not be treated as state public domain land.” As such, UAA reserves the right, and has the responsibility, to determine the **Time, Place, and Manner** of any activity on or within UAA property, and to prohibit or cancel events/activities. No activity will be scheduled/approved on campus, which in UAA’s judgment evidences a clear likelihood of disrupting campus operations, interfering with the rights of others, or the destruction of property.

As a center for learning, the University of Alaska Anchorage (UAA) desires to foster public awareness in a wide range of areas. In furtherance of this objective, UAA establishes this policy to provide guidelines for the free exchange of ideas within the UAA community and on UAA property.

2.0 Policy

I. Solicitation

- A. All persons on the property of UAA have the obligation to conduct themselves in a manner compatible with UAA’s responsibilities as an educational institution. All persons are expected to comply with all federal and state laws, the Board of Regents policies and regulations, and the policies of UAA.
- B. No activity will be allowed if it is deemed that it has the potential to harm or damage property, and/or endanger the safety and health of any person as determined by UAA authorities.
- C. Private individuals or organizations desiring campus access for non-commercial solicitation activities, including in-person distribution of printed materials and/or in-person advocacy of a cause/belief, must register in person with the UAA Scheduling Office.
 - 1) The office is located in the University Center at 3901 Old Seward Highway, Suite 106. Hours are 8:00 am to 4:30 pm, Monday through Friday.
 - 2) All persons wishing to solicit on campus are required to notify the University Police of their function by calling 907-786-1120.
 - 3) Each person involved in the demonstration or solicitation must present a form of official identification with a photograph, such as a state driver’s license, passport, etc.
 - 4) The University Police are located in the Eugene Short Hall at 2601 Providence Drive, suite 114.

- D. If registration is required for the event, the registration generally will be allowed no more than twenty-four (24) hours in advance of the requested activity. Organizers of the event accept all liability/responsibility for the registered participants.

II. In-Person Solicitation

- A. In-person solicitation activities, including distribution of printed materials and/or advocacy of a cause/belief, is limited to exterior areas as approved by UAA.
- 1) Examples of these exterior areas are: the Bookstore plaza, the Library plaza, and the Cuddy Quad
- B. No solicitation may be permitted in buildings generally designated as classroom structures or residence halls.
- 1) Handbills, leaflets, pamphlets, and similar materials may be left with the Residence Director for posting on residential bulletin boards.
- C. Solicitation activities may in no way impede or hinder pedestrian and/or vehicular traffic.

III. Posting of Printed Materials

- A. Posting of printed materials will be allowed on bulletin boards and other surfaces as designated by UAA.
- B. All posted materials must have specific information as to the individual/organization responsible for the material.
- C. No posting on glass surfaces is allowed.
- D. Handbills, leaflets, pamphlets, and other similar materials shall not be placed on vehicles parked on UAA property.

IV. Camping and Fires

- A. Camping on UAA property is strictly prohibited.
- B. Open flames and fires are not allowed on UAA property. This includes camp fires, bonfires, open flamed candles, etc.
- 1) Occasionally UAA events want to use fire barrels. These activities are coordinated through Environmental Health & Safety and permitted through the Anchorage Fire Department.

V. Resources

- [AS 14.40.291](#) – Land of the University of Alaska not public domain land
- [Facilities Scheduling Office – uaa_rooms@uaa.alaska.edu](mailto:uaa_rooms@uaa.alaska.edu)
- [University Police Department](#)
- [Facilities and Campus Services](#)
- [Residence Life](#)
- [Environmental Health & Safety](#)